



CITY OF CHANHASSEN

SIGN PERMIT APPLICATION FORM

Permanent Signs

All permanent signage requires a permit. This includes wall, monument, and pylon signs. In addition, any alteration, relocation, or reconstruction of an existing sign requires a new permit. The permit fee is \$100.00. The fee for signs incorporating an Electronic Message Center is \$300.00.

Temporary Signs

Most temporary signage (e.g., "Sales," "Now Open" banners, portable changeable letter signs) requires a permit. The fee is \$35.00.

SECTION ONE: APPLICANT INFORMATION

Applicant Contact:

Business/Organization Name: _____
(If applicable)

Site Address: _____
(Street, City, State, & Zip)

Name: _____ Phone: _____

Email: _____ Cell: _____

SECTION TWO: SIGN SPECIFICATIONS

Type of Sign *(Check all that apply)*

- | | | | |
|---------------------------|-----------------------------|-----------------|------------|
| New | Wall-Mounted | Illuminated | Alteration |
| Monument | Repair | Non-illuminated | Pylon |
| Banner <i>(temporary)</i> | Portable <i>(temporary)</i> | Relocate | |

Size of Sign

Length (ft.): _____ Height (ft.): _____ Letter Depth (in.): _____ Total Area (sq. ft.): _____
(min. 1/2 inch required)

Logo Area (sq. ft.): _____ Logo percentage (%) of total sign area (sq. ft.): _____

EMC (ft.) _____ EMC percentage (%): _____

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SECTION TWO: SIGN SPECIFICATIONS (CONT.)

If a **Wall Sign:**

Wall Area (sq. ft.): _____ Percentage (%) of wall covered by sign: _____

Building elevation (*check box*): N S E W

If a **Monument or Pylon Sign:**

Total Height (*above grade*) (ft.): _____

Will the sign be located in a public drainage or easement? (*select one*) Yes No

Required Details

Wording on sign:

Type of illumination (*if applicable*): _____

Materials used for construction: _____

Sign facing material: _____

Wall anchorage details: _____

Specifications of fasteners (*e.g. size, type, number, per letter, and spacing*):

SECTION THREE: NOTICE AND SIGNATURE

The undersigned hereby agrees to do all work in accordance with Chanhassen City Code and the rulings of the Building Inspections division.

Applicant:

>> Signature: _____ Date: _____

Property Owner:

>> Signature: _____ Date: _____