




Planning & Development Division
Planning & Economic Development Department

Room 160
411 West First Street
Duluth, Minnesota 55802

 218-730-5580

 planning@duluthmn.gov

Sign Permitting Procedure

Duluth's sign regulations are a part of the City of Duluth's Unified Development Chapter (UDC). The regulations (Sec. 50-27) can be found online at <https://duluthmn.gov/media/15536/50-27-signs.pdf>.

Definitions for terms used can be found at <https://duluthmn.gov/media/15570/article-6-mar-2023.pdf>. Most of the definitions pertaining to signs are preceded with the word "sign." For example, "Sign, Wall" is where you'll find the definition of wall sign. See Sec. 50-27.3.B for details about how to calculate sign area.

Certain types of signs (wall, pole, etc.) are allowed in certain zone districts (R-2, MU-N, etc.) based on the use of the property (residential, commercial, etc.). Consult Table 50-27-4 to see if the proposed sign is allowed at the property. Maps showing the zoning of property in Duluth can be found at <https://duluthmn.gov/planning-development/land-use-zoning-and-applications/>.

Only complete applications will be accepted. A complete sign permit application consists of:

1. the signed application form **filled out completely**(see attached)
2. application fee (see attached fee schedule),
3. **must** be accompanied by the following documents:
 - a. For all signs, shop drawings from the manufacturer showing sign construction, materials, and illumination (if applicable). Note: Additional drawings may be required for some awning, canopy, projecting, free-standing (over 6' tall), and marquee signs – see Sec. 50-27.
 - b. For free-standing signs, the application must include a site plan, drawn to scale, showing the proposed sign location relative to property lines, street right(s) of way, and at least one building on the site (aerial photo based maps may be obtained from the City's GIS Division by calling 218-730-5136 or 218-730-5137. Free-standing signs are required to have landscaping at the base according to Sec. 50-27.3.F.
 - c. For wall signs, photographs of the entire wall where the new wall sign is to be installed. Provide dimensions of all existing signs.

PLEASE NOTE: Submit one sign permit application form per sign and calculate the fee for each sign individually. You can submit one check for payment of multiple sign permit fees for a property, but the fee must be submitted at time of application.

Per Sec. 50-27.3.E, every sign must include an identification of the permit number and name of sign installer either painted on the sign or by the application of a metallic sticker. The information must be visible from the ground with the exception of signs mounted seven (7) or more feet above grade.

Please contact Chris Lee, Planner, at clee@duluthmn.gov with questions.



Effective 1/1/2024
Fee Schedule For Permits

VALUATION \$	FEE \$	VALUATION \$	FEE \$	VALUATION \$	FEE \$			
1 to	500	64.38	12,001 to	13,000	349.51	38,001 to	39,000	787.01
501 to	600	68.81	13,001 to	14,000	369.39	39,001 to	40,000	801.22
601 to	700	73.24	14,001 to	15,000	389.27	40,001 to	41,000	815.43
701 to	800	77.67	15,001 to	16,000	409.15	41,001 to	42,000	829.64
801 to	900	82.10	16,001 to	17,000	429.03	42,001 to	43,000	843.85
901 to	1,000	86.53	17,001 to	18,000	448.91	43,001 to	44,000	858.06
1,001 to	1,100	90.96	18,001 to	19,000	468.79	44,001 to	45,000	872.27
1,101 to	1,200	95.39	19,001 to	20,000	488.67	45,001 to	46,000	886.48
1,201 to	1,300	99.82	20,001 to	21,000	508.55	46,001 to	47,000	900.69
1,301 to	1,400	104.25	21,001 to	22,000	528.43	47,001 to	48,000	914.90
1,401 to	1,500	108.68	22,001 to	23,000	548.31	48,001 to	49,000	929.11
1,501 to	1,600	113.11	23,001 to	24,000	568.19	49,001 to	50,000	943.32
1,601 to	1,700	117.54	24,001 to	25,000	588.07			
1,701 to	1,800	121.97	25,001 to	26,000	602.28			
1,801 to	1,900	126.40	26,001 to	27,000	616.49			
1,901 to	2,000	130.83	27,001 to	28,000	630.70			
2,001 to	3,000	150.71	28,001 to	29,000	644.91			
3,001 to	4,000	170.59	29,001 to	30,000	659.12			
4,001 to	5,000	190.47	30,001 to	31,000	673.33			
5,001 to	6,000	210.35	31,001 to	32,000	687.54			
6,001 to	7,000	230.23	32,001 to	33,000	701.75			
7,001 to	8,000	250.11	33,001 to	34,000	715.96			
8,001 to	9,000	269.99	34,001 to	35,000	730.17			
9,001 to	10,000	289.87	35,001 to	36,000	744.38			
10,001 to	11,000	309.75	36,001 to	37,000	758.59			
11,001 to	12,000	329.63	37,001 to	38,000	772.80			

\$943.32 for the first \$50,000 plus \$10.47 for each additional \$1,000 or fraction thereof, to and including \$100,000.

\$1,466.82 for the first \$100,000 plus \$8.61 for each additional \$1,000 or fraction thereof, to and including \$500,000.

\$4,910.82 for the first \$500,000 plus \$7.32 for each additional \$1,000 or fraction thereof, to and including \$1,000,000.

\$8,570.82 for the first \$1,000,000 plus \$5.01 for each additional \$1,000 or fraction thereof.

VALUATION

The project valuation must be provided by the applicant at time of permit application. Applications without a valuation are not complete.

PERMIT FEES

Permit fees are payable at the time the permit is issued. See the division refund policy for information about permit fee refunds.

SIGN PERMITS SUBJECT TO STATE SURCHARGE AND PLAN REVIEW FEES

- Projecting signs.
- Pole signs over 7 feet high.
- Monument signs over 7 feet high.
- Awnings extending over 4 feet from wall.
- Canopies that are like additions MAY need a building permit.
- New marquees are building additions, need a building permit.

STATE SURCHARGE

The state surcharge is applicable to all fees authorized by the Minnesota State Building Code.

Valuation of Project	Surcharge Computation
\$1,000,000 or less	.0005 x Valuation
\$1,000,001 to \$2,000,000	\$500 + .0004 x (value - \$1,000,000)
\$2,000,001 to \$3,000,000	\$900 + .0003 x (value - \$2,000,000)
\$3,000,001 to \$4,000,000	\$1,200 + .0002 x (value - \$3,000,000)
\$4,000,001 to \$5,000,000	\$1,400 + .0001 x (value - \$4,000,000)
Greater than \$5,000,000	\$1,500 + .00005 x (value - \$5,000,000)

PLAN REVIEW

A plan review fee is applicable when plan review is required. Plan review fees for commercial and 3+ family residential projects with a valuation over \$250,000 are payable at the time of permit application, and plan review for these project will not begin until the plan review fee is paid. Plan review fees for all 1 & 2 family residential, and for commercial projects with a valuation less than \$250,000 are payable at the time the permit is issued. Plan review fees are not refundable once the review has started. The plan review fee is equal to 65% of the permit fee.





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Sign Permit Application

Following the issuance and delivery of a permit, I hereby agree to construct, locate, and maintain such sign in strict compliance with all Ordinances and Department rules relative to same and as hereinafter indicated:

Address: _____ Parcel # 010-_____ Zone District: _____

New Sign Modifications to existing sign

Sign Type: A-Frame Awning Billboard Canopy Electronic Message Sign Freestanding Pole
 Freestanding Monument Projecting Sign Wall Sign Other list type: _____

Sign Construction:

Building Signs

Total Height	Width of Sign
Thickness	Area
Length of wall sign is mounted on	Lighted

Structure Signs

Height of face	Width of face
Thickness	Area
Overall height	
Distance from property line	Length of street frontage
Height of opening below face	Lighted

Applicant

Name: _____

Address: _____

Phone: _____

Email: _____

Fees	Value: _____
Fee:	_____
State Surcharge (If applicable):	+ _____
Plan Review Fee (if applicable):	+ _____
Total Fee:	= _____

Owner of Sign: _____

Owner of Property: _____

Sign Manufacturer: _____

Sign Installer: _____

Return application form, sign drawings (to scale) and any other sign details with the application fee to:

City of Duluth
 Room 100 City Hall
 411 West First Street
 Duluth, MN 55802

OFFICE USE: Received

Permit Number: BSIGN _____

Approved: _____

Date: _____

I attest to the accuracy of the information provided with this application
 Applicant Signature: _____