



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 beginning on page 4-72 of the document located at http://www.duluthmn.gov/media/119148/Article4July2013_001.pdf.

Definitions for terms used can be found at http://www.duluthmn.gov/media/119154/Article6July2013_001.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 land use at the property (residential, commercial, etc.). Consult Table 50-27-4 on page 4-84 to see if the proposed sign is allowed at your property. Maps showing the zoning of property in Duluth can be found at http://www.duluthgov.info/db_frames/maps/map_viewer.cfm?map=zoning. Standards for each type of sign can be found on pages 4-85 through 4-98.

A complete sign permit application consists of the 1) signed application form, 2) application fee, and 3) must be accompanied by the following documents:

- 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.
- 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.
- For wall signs, photographs of the entire wall where the new wall sign is to be installed. Provide dimensions of all existing signs existing.

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 Kyle Deming, Zoning Coordinator, at kdeming@duluthmn.gov or 218-730-5144 with questions.



SIGN PERMIT FEES

EFFECTIVE: JANUARY 1, 2014

VALUATION \$	FEE \$	VALUATION \$	FEE \$	VALUATION \$	FEE \$
1 to 500	24.68	12,001 to 13,000	234.38	38,001 to 39,000	557.92
501 to 600	27.88	13,001 to 14,000	249.08	39,001 to 40,000	568.43
601 to 700	31.08	14,001 to 15,000	263.78	40,001 to 41,000	578.94
701 to 800	34.28	15,001 to 16,000	278.48	41,001 to 42,000	589.45
801 to 900	37.48	16,001 to 17,000	293.18	42,001 to 43,000	599.96
901 to 1,000	40.68	17,001 to 18,000	307.88	43,001 to 44,000	610.47
1,001 to 1,100	43.88	18,001 to 19,000	322.58	44,001 to 45,000	620.98
1,101 to 1,200	47.08	19,001 to 20,000	337.28	45,001 to 46,000	631.49
1,201 to 1,300	50.28	20,001 to 21,000	351.98	46,001 to 47,000	642.00
1,301 to 1,400	53.48	21,001 to 22,000	366.68	47,001 to 48,000	652.51
1,401 to 1,500	56.68	22,001 to 23,000	381.38	48,001 to 49,000	663.02
1,501 to 1,600	59.88	23,001 to 24,000	396.08	49,001 to 50,000	673.53
1,601 to 1,700	63.08	24,001 to 25,000	410.78		
1,701 to 1,800	66.28	25,001 to 26,000	421.29		
1,801 to 1,900	69.48	26,001 to 27,000	431.80		
1,901 to 2,000	72.68	27,001 to 28,000	442.31		
2,001 to 3,000	87.38	28,001 to 29,000	452.82		
3,001 to 4,000	102.08	29,001 to 30,000	463.33		
4,001 to 5,000	116.78	30,001 to 31,000	473.84		
5,001 to 6,000	131.48	31,001 to 32,000	484.35		
6,001 to 7,000	146.18	32,001 to 33,000	494.86		
7,001 to 8,000	160.88	33,001 to 34,000	505.37		
8,001 to 9,000	175.58	34,001 to 35,000	515.88		
9,001 to 10,000	190.28	35,001 to 36,000	526.39		
10,001 to 11,000	204.98	36,001 to 37,000	536.90		
11,001 to 12,000	219.68	37,001 to 38,000	547.41		

\$673.53 for the first \$50,000 plus \$7.35 for each additional \$1,000 or fraction thereof, to and including \$100,000.

\$1,041.03 for the first \$100,000 plus \$5.88 for each additional \$1,000 or fraction thereof, to and including \$500,000.

\$3,393.03 for the first \$500,000 plus \$4.99 for each additional \$1,000 or fraction thereof, to and including \$1million.

\$5,888.03 for the first \$1million plus \$3.31 for each additional \$1,000 or fraction thereof.

APPLICATION FOR SIGN PERMIT

Duluth, MN

For Office Use:
BSIGN _____
Approved: _____

Following the issuance and delivery to me of a permit to construct, locate and maintain a sign, 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:

LOCATION OF SIGN	STREET ADDRESS	PLAT/PARCEL	ZONE
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FREESTANDING SIGNS			BUILDING SIGNS	
Description of sign type:	Vertical dimension of sign face (ft.):	Horizontal dimension of sign face (ft.):	Description of sign type:	Vertical dimension (ft.):
Area of sign (sq. ft.):	Height to top of sign from ground:	Average open area beneath sign:	Horizontal dimension (ft.):	Area of sign (sq. ft.):
Distance from property line to face of sign:	Distance from property line to sign base/post:	Property frontage along the street:	Thickness of sign (in.):	Distance from ground to bottom of sign:
Size of uprights:	Uprights distance apart:	Materials of uprights and braces:	Length of wall sign is mounted on/from:	Distance from roof to top edge of sign:

GENERAL CONSTRUCTION INFORMATION:	
Is sign to be electrically lighted?	Weight of sign lbs.:
Electrician:	State materials of sign and manner of construction:

Owner of sign: _____ Owner of property: _____

 Sign manufacturer: _____ Sign installer: _____
 (include phone #) _____ (include phone #) _____

Estimated cost including installation: \$	Fee: \$ (See fee schedule)	Return application form, sign drawings (to scale) and any other sign details with the application fee to: City of Duluth Room 210 City Hall 411 West First Street Duluth, MN 55802
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I attest to the accuracy of the information provided with this application
Applicant Signature: _____