



## **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 <http://www.duluthmn.gov/media/362544/50-27-Signs.pdf>.

Definitions for terms used can be found at <http://www.duluthmn.gov/media/347616/Article-6-42-Pages.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 [http://www.duluthgov.info/db\\_frames/maps/map\\_viewer.cfm?map=zoning](http://www.duluthgov.info/db_frames/maps/map_viewer.cfm?map=zoning).

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

1. the signed application form (see attached),
2. application fee (see attached fee schedule), 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.

**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](mailto:kdeming@duluthmn.gov) or 218-730-5144 with questions.



## 2016 Permit Fee Schedule

Effective 1/1/2016

VALUATION \$	FEE \$	VALUATION \$	FEE \$	VALUATION \$	FEE \$
1 to 500	26.18	12,001 to 13,000	248.37	38,001 to 39,000	591.41
501 to 600	29.56	13,001 to 14,000	263.96	39,001 to 40,000	602.55
601 to 700	32.94	14,001 to 15,000	279.55	40,001 to 41,000	613.69
701 to 800	36.32	15,001 to 16,000	295.14	41,001 to 42,000	624.83
801 to 900	39.70	16,001 to 17,000	310.73	42,001 to 43,000	635.97
901 to 1,000	43.08	17,001 to 18,000	326.32	43,001 to 44,000	647.11
1,001 to 1,100	46.46	18,001 to 19,000	341.91	44,001 to 45,000	658.25
1,101 to 1,200	49.84	19,001 to 20,000	357.50	45,001 to 46,000	669.39
1,201 to 1,300	53.22	20,001 to 21,000	373.09	46,001 to 47,000	680.53
1,301 to 1,400	56.60	21,001 to 22,000	388.68	47,001 to 48,000	691.67
1,401 to 1,500	59.98	22,001 to 23,000	404.27	48,001 to 49,000	702.81
1,501 to 1,600	63.36	23,001 to 24,000	419.86	49,001 to 50,000	713.95
1,601 to 1,700	66.74	24,001 to 25,000	435.45		
1,701 to 1,800	70.12	25,001 to 26,000	446.59		
1,801 to 1,900	73.50	26,001 to 27,000	457.73		
1,901 to 2,000	76.88	27,001 to 28,000	468.87		
2,001 to 3,000	92.47	28,001 to 29,000	480.01		
3,001 to 4,000	108.06	29,001 to 30,000	491.15		
4,001 to 5,000	123.65	30,001 to 31,000	505.29		
5,001 to 6,000	139.24	31,001 to 32,000	514.43		
6,001 to 7,000	154.83	32,001 to 33,000	524.57		
7,001 to 8,000	170.42	33,001 to 34,000	535.71		
8,001 to 9,000	186.01	34,001 to 35,000	546.85		
9,001 to 10,000	201.60	35,001 to 36,000	557.99		
10,001 to 11,000	217.19	36,001 to 37,000	569.13		
11,001 to 12,000	232.78	37,001 to 38,000	580.27		

\$713.95 for the first \$50,000 plus \$7.80 for each additional \$1,000 or fraction thereof, to and including \$100,000.

\$1,103.95 for the first \$100,000 plus \$6.24 for each additional \$1,000 or fraction thereof, to and including \$500,000.

\$3,599.95 for the first \$500,000 plus \$5.28 for each additional \$1,000 or fraction thereof, to and including \$1million.

\$6,239.95 for the first \$1million plus \$3.51 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 of the application is filed. If applying for more than one sign permit for a site, you must calculate the sign permit fee for each sign separately.

# 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: \$
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Fee: \$ (See fee schedule)
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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

I attest to the accuracy of the information provided with this application  
**Applicant Signature:** \_\_\_\_\_