

- **APPLICATIONS WILL NOT BE ACCEPTED WITHOUT REQUIRED PERMIT FEE!** All applications must be accompanied by the appropriate fee payable by check, cash, or money order made payable to City of Burnsville – Attn: Sign Permits. Credit cards are accepted in-person only at City Hall (credit cards are not accepted online or over the phone).
- All applications must be **fully completed**. This also includes the sign placement diagram, landlord approval (if applicable) and photo/sketch of sign(s).
- Any signs placed without a valid permit will be picked up and removed by City Code Enforcement or City Public Works. There is an \$80 fee for return of illegally placed signs that have been impounded.

**APPLICATIONS MUST BE SUBMITTED AT LEAST 10 DAYS
IN ADVANCE OF INSTALLATION**

TODAY'S DATE: _____

NATURE OF
EVENT/SIGN: _____

PROPOSED DATES SIGNS WILL BE IN USE:
FROM: _____ TO: _____

APPLICANT INFORMATION:

NAME OF SIGN
COMPANY/APPLICANT: _____

CONTACT PERSON: _____

STREET ADDRESS: _____

CITY, STATE, ZIP: _____

PHONE #: _____

EMAIL ADDRESS: _____

SIGN LOCATION INFORMATION
PROVIDE A DIAGRAM SHOWING LOCATION & PLACEMENT OF SIGN(S).

IF SIGN IS TO BE ATTACHED TO BUILDING FAÇADE, ATTACH PHOTO OR DRAW BUILDING FAÇADE WHICH SIGN IS TO BE PLACED. IF SIGN IS TO BE FREESTANDING, DRAW OR ATTACH PLOT PLAN SHOWING EXACTLY WHERE SIGN(S) WILL BE LOCATED INCLUDE DISTANCES FROM RIGHT-OF-WAY, DRIVEWAY, AND NEAREST INTERSECTION.

NAME OF BUSINESS: _____

STREET ADDRESS: _____

CITY, STATE, ZIP: _____

CONTACT PERSON: _____

PHONE #: _____

EMAIL ADDRESS: _____

IF THIS IS A MULTI-TENANT BUILDING, SUBMIT A LETTER OF LANDLORD APPROVAL WITH THIS APPLICATION AND COMPLETE INFO BELOW:

NAME OF LANDLORD/AGENT: _____

NAME OF CENTER: _____

LANDLORD PHONE #: _____

LANDLORD EMAIL: _____

Check the box for the permit for which you are applying. See page 2 for further information on permit types.

- New business banner
(no fee/60 days + no fee for optional add'l 30 days)
- Sandwich board
(\$125/year)
- Business banner
(\$250/60 days + \$250 for optional add'l 30 days)
- Employment sign
(\$250/month)

- Multi-housing leasing
(\$250/month)
- Special sales event – *FOR HOME-BASED OCCUPATIONS ONLY*
(\$25/event)
- Temporary Seasonal Sales
(fee included in Outdoor Sales Permit application)
- Transient business
(\$260/month)

*Please note this application has been updated to reflect a recent ordinance change. If you are looking for information for community events, legacy events, special events, or indoor/outdoor promotional sales events, please complete the "Special Event Application" available at www.burnsville.org or contact the Licensing & Code Enforcement Department at 952-895-4440.

I hereby agree to abide by all sign regulations and other applicable codes, ordinances and policies of the City of Burnsville.

Signature of Applicant: _____ Date: _____

Office Use Only

Date Received:	Date Approved:	Approved By:	Permit #:
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Reference City Code, Title 10, Chapter 30 (Signs) for Complete Sign Regulations	<p style="text-align: center;">Sign Regulations Summary by Permit Type <i>Decorations other than those listed are prohibited.</i> <u>A PHOTO OR SKETCH OF THE PROPOSED SIGN(S) MUST BE ATTACHED TO THE APPLICATION.</u></p>		
<p style="text-align: center;">Sandwich Board</p> <p>Two sided self-supporting temporary signs. <i>Examples: A-frame sign advertising specials, hours, other offers.</i></p>	<ul style="list-style-type: none"> - One sandwich board. - Max size 3' width and 4' height. - Must be located within 20' of the main entrance to business advertised. 		<ul style="list-style-type: none"> - Must be placed on private property (not allowed on public sidewalk). - Must leave a min 4' clearance for pedestrian access. - Only allowed during business hours and must be removed daily.
<p style="text-align: center;">Business Banner</p> <p>Banner allowed as a wall sign for businesses for interim use until permanent signs are installed.</p>	<ul style="list-style-type: none"> - Limited in duration for no more than 60 days. May extend the duration for an additional 30 days. - Must be securely attached on the building. 		<ul style="list-style-type: none"> - Size and location shall be determined as if the sign were a permanent wall signs or no greater than 100 ft², whichever is less. - No additional sign lighting is allowed.
<p style="text-align: center;">Employment sign</p> <p>A temporary sign to announce employment opportunities. <i>Examples: now hiring, help wanted, apply inside.</i></p>	<input type="checkbox"/> Banner max 1 allowed max 100 ft ² allowed on building or ground mounted	OR... <i>(limited to one sign type)</i>	<input type="checkbox"/> Metal sign max 1 allowed max 6 ft ² , no higher than 4 ft painted with matching posts
<p style="text-align: center;">Transient Merchant</p> <p>A sign that is accessory to any person, firm, or corporation who obtained a transient merchant license. <i>Examples: firework tents, Halloween shops</i></p>	<ul style="list-style-type: none"> - Limited in duration for no more than 90 days. - Maximum one temporary sign. - Maximum 32 ft². 		
<p style="text-align: center;">Multi-Housing Leasing</p> <p><i>Examples: Now leasing, units available for lease.</i></p>	<ul style="list-style-type: none"> - Permit length – one month. - Maximum one banner allowed (or two if on a corner lot). - Banner must be maintained in good condition and secured. 		<ul style="list-style-type: none"> - Must be placed on side of the building (not allowed on poles/ground). - Maximum 150 ft² (100 ft² if using two on a corner lot)
<p style="text-align: center;">Special Sales Event</p> <p>Sales located in residential areas. <i>Examples: products from home occupations, plant sales, produce, craft sales, estate sales held at residences, hobby collection sales</i></p>	<ul style="list-style-type: none"> - Limited to two sales events in a 12 month period. - Signs may be placed the day prior to the event and must be removed on the day the event concludes. - Permit length – max 4 days. 		<ul style="list-style-type: none"> - Special sales allowed from 9am-9pm weekdays and 9am-5pm on weekends. - Max six temporary signs at residence or within one mile of premises. - Max size 4 ft².
<p style="text-align: center;">New Business Banner</p> <p><i>Examples: grand opening, now open, coming soon</i></p>	<ul style="list-style-type: none"> - Limited in duration for no more than 60 days. May extend the duration for an additional 30 days. 		<ul style="list-style-type: none"> - Maximum of 50 ft². - Must be securely attached on the building.
<p style="text-align: center;">Temporary Seasonal Sales Permit</p> <p><i>Examples: tree stand, pumpkin sales, greenhouses</i></p>	<ul style="list-style-type: none"> - Requires separate Temporary/Outdoor Seasonal Sales permit. - Maximum of one sign. 		<ul style="list-style-type: none"> - Maximum not to exceed 32 ft².