



1685 CROSSTOWN BOULEVARD N.W. • ANDOVER, MINNESOTA 55304
MAIN (763) 755-5100 FAX (763) 755-8923 • WWW.ANDOVERMN.GOV

SIGN PERMIT APPLICATION

All information requested on this application is required. Failure to include any required information will result in denial of the permit application. Please submit the application at least 2 days before the sign is scheduled to go up, to give staff time to review the application and issue the permit before the sign goes up.

Application Fee: A fee of \$2.00 per square foot of sign display area shall be paid, except for governmental units or non-profit organizations. A fee of \$4.00 per square foot of sign display area shall be paid for any sign that is erected without an approved permit.

Business Name _____

Sign Location Address _____

Property Owner _____

Address _____

City _____ State _____ Zip _____ Phone _____

Sign Erector _____

Address _____

City _____ State _____ Zip _____ Phone _____

Applicant's Name _____ Phone _____

Applicant's Email _____

Applicant's Signature _____ Date _____

Sign Type:

_____ Governmental

_____ Identification (Area, Business, or Residential)

_____ Real Estate

_____ Temporary: Date Sign Will Go Up: _____ Date Sign Will Come Down: _____

- **Businesses are allowed a total of 60 days of temporary signage per year.**
- **Temporary signs may not exceed 32 square feet in size.**
- **The application fee for temporary signs is a one-time fee per calendar year however; a sign permit is still required prior to installation of any sign.**

Attach a scaled drawing showing the following:

1. Location of proposed sign on the property with setbacks from property lines and structures.
2. Drawing of proposed sign showing its dimensions, message, material composition and coloration.

If a footing or electrical connections are proposed please contact the Andover Building Department at 763-755-8700 to obtain a separate building and/or electrical permit.