



**Greater Bemidji Area
Joint Planning Board**

Application for Sign Permit

Please complete this application carefully and completely. PLEASE PRINT. Failure to fill in all of the required information may result in a delay of processing your application.

A fee of \$ _____ made payable to the **City of Bemidji** must accompany this application. Additional escrow or verification fees may apply for approved projects.

A verification or escrow fee of \$ _____ made payable to the **City of Bemidji** must accompany this application.

OFFICE USE ONLY	
Complete App Rec'd	_____
Zoning District	_____
Date Permitted	_____
Permit Number	_____
Comments	_____

APPLICANT DATA

NAME OF BUSINESS:	_____	PHONE:	_____
NAME OF OWNER:	_____	PHONE:	_____
SITE ADDRESS:	_____	PARCEL:	_____
EMAIL:	_____		
INSTALLER/CONTRACTOR NAME:	_____	PHONE:	_____
INSTALLER/CONTRACTOR EMAIL:	_____		

SIGN INFORMATION (Attach additional pages or sign plan sheets as needed)

Type of Sign:	<input type="checkbox"/> Static <12 sq. ft	Signage:	<input type="checkbox"/> Master Sign Plan
	<input type="checkbox"/> Static >12 sq. ft		<input type="checkbox"/> Freestanding/Monument
	<input type="checkbox"/> Dynamic		<input type="checkbox"/> Dynamic/Electronic Reader
			<input type="checkbox"/> Wall Mounted
			<input type="checkbox"/> Projecting
			<input type="checkbox"/> Other
			<input type="checkbox"/> Temporary. How long? _____
Location of Freestanding Sign(s):			
Distance from front property line _____ ft.		Distance from side property lines _____ ft.	
Dimensions of Sign:	Type _____	Illuminated? <input type="checkbox"/> Yes → (<input type="checkbox"/> Internal <input type="checkbox"/> External)	<input type="checkbox"/> No
Length _____ Width _____	Size (sq. ft.) of Sign: _____ sq. ft.	Height (from ground to top) _____	
Additional Sign:	Type _____	Illuminated? <input type="checkbox"/> Yes → (<input type="checkbox"/> Internal <input type="checkbox"/> External)	<input type="checkbox"/> No
Length _____ Width _____	Size (sq. ft.) of Sign: _____ sq. ft.	Height (from ground to top) _____	
Additional Sign:	Type _____	Illuminated? <input type="checkbox"/> Yes → (<input type="checkbox"/> Internal <input type="checkbox"/> External)	<input type="checkbox"/> No
Length _____ Width _____	Size (sq. ft.) of Sign: _____ sq. ft.	Height (from ground to top) _____	
Additional Sign:	Type _____	Illuminated? <input type="checkbox"/> Yes → (<input type="checkbox"/> Internal <input type="checkbox"/> External)	<input type="checkbox"/> No
Length _____ Width _____	Size (sq. ft.) of Sign: _____ sq. ft.	Height (from ground to top) _____	

ATTACHMENT REQUIRED! Please include renderings of all sign copy, with dimensions shown
Your application is incomplete without this!

ALL APPLICANTS MUST SIGN BELOW

I hereby certify that I am the owner or authorized agent of the owner of the above described property and that all uses will conform to the provisions of the Greater Bemidji Area Zoning and Subdivision Regulations. I further certify that I will comply with all conditions placed upon this permit should this application be approved. Intentional or unintentional falsification of this application or any attachments thereto will serve to make this application and any resultant permit invalid. I also authorize Greater Bemidji Area Joint Planning staff to inspect the property during review of this application and subsequent construction during reasonable times of the day.

Applicant: _____

Date: _____

OFFICE USE ONLY

Reviewed by _____ Date _____ Complete Application Yes No

COMPLETED FORMS CAN BE SUBMITTED AT 315 5TH STREET NW, SUITE #2, BEMIDJI, MN 56601