



## **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.



**City of Duluth  
Construction Services & Inspections Division**

411 West First Street • Room 210 • Duluth, Minnesota • 55802-1194  
218-730-5300 • Fax: 218-730-5901 • www.duluthmn.gov/onestop/

An Equal Opportunity Employer

## 2017 Sign Permit Fee Schedule

Effective 1/1/2017

VALUATION \$	FEE \$	VALUATION \$	FEE \$	VALUATION \$	FEE \$
1 to 500	26.97	12,001 to 13,000	255.83	38,001 to 39,000	609.13
501 to 600	30.45	13,001 to 14,000	271.89	39,001 to 40,000	620.60
601 to 700	33.93	14,001 to 15,000	287.95	40,001 to 41,000	632.07
701 to 800	37.41	15,001 to 16,000	304.01	41,001 to 42,000	643.54
801 to 900	40.89	16,001 to 17,000	320.07	42,001 to 43,000	655.01
901 to 1,000	44.37	17,001 to 18,000	336.13	43,001 to 44,000	666.48
1,001 to 1,100	47.85	18,001 to 19,000	352.19	44,001 to 45,000	677.95
1,101 to 1,200	51.33	19,001 to 20,000	368.25	45,001 to 46,000	689.42
1,201 to 1,300	54.81	20,001 to 21,000	384.31	46,001 to 47,000	700.89
1,301 to 1,400	58.29	21,001 to 22,000	400.37	47,001 to 48,000	712.36
1,401 to 1,500	61.77	22,001 to 23,000	416.43	48,001 to 49,000	723.83
1,501 to 1,600	65.25	23,001 to 24,000	432.49	49,001 to 50,000	735.30
1,601 to 1,700	68.73	24,001 to 25,000	448.55		
1,701 to 1,800	72.21	25,001 to 26,000	460.02		
1,801 to 1,900	75.69	26,001 to 27,000	471.49		
1,901 to 2,000	79.17	27,001 to 28,000	482.96		
2,001 to 3,000	95.23	28,001 to 29,000	494.43		
3,001 to 4,000	111.29	29,001 to 30,000	505.90		
4,001 to 5,000	127.35	30,001 to 31,000	517.37		
5,001 to 6,000	143.41	31,001 to 32,000	528.84		
6,001 to 7,000	159.47	32,001 to 33,000	540.31		
7,001 to 8,000	175.53	33,001 to 34,000	551.78		
8,001 to 9,000	191.59	34,001 to 35,000	563.25		
9,001 to 10,000	207.65	35,001 to 36,000	574.72		
10,001 to 11,000	223.71	36,001 to 37,000	586.19		
11,001 to 12,000	239.77	37,001 to 38,000	597.66		

\$735.30 for the first \$50,000 plus \$8.03 for each additional \$1,000 or fraction thereof, to and including \$100,000.

\$1,136.80 for the first \$100,000 plus \$6.43 for each additional \$1,000 or fraction thereof, to and including \$500,000.

\$3,708.80 for the first \$500,000 plus \$5.44 for each additional \$1,000 or fraction thereof, to and including \$1million.

\$6,428.80 for the first \$1million plus \$3.62 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. Valuation includes the cost of installation of the sign.

### PERMIT FEES

Permit fees must be paid at the time 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. We accept credit cards for permit fees when application is made in person and the card can be swiped. We cannot accept credit card numbers over the phone or online.

# 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
------------------	----------------	-------------	------

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

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