




Planning & Development Division
Planning & Economic Development Department

Room 160
411 West First Street
Duluth, Minnesota 55802

 218-730-5580

 planning@duluthmn.gov

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 [here](#).

Definitions for terms used can be found [here](#). 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 [here](#).

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

1. the signed application form **filled out completely**(see attached),
2. application fee (see attached fee schedule),
3. **must** be accompanied by the following documents:
 - a. 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.
 - b. 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.
 - c. 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 Chris Lee, Planner, at clee@duluthmn.gov with questions.



Effective 1/1/2023
Fee Schedule For Permits

| VALUATION \$ | FEE \$ | VALUATION \$ | FEE \$ | VALUATION \$ | FEE \$ | | | |
|--------------|--------|--------------|-----------|--------------|--------|-----------|--------|--------|
| 1 to | 500 | 64.38 | 12,001 to | 13,000 | 349.51 | 38,001 to | 39,000 | 787.01 |
| 501 to | 600 | 68.81 | 13,001 to | 14,000 | 369.39 | 39,001 to | 40,000 | 801.22 |
| 601 to | 700 | 73.24 | 14,001 to | 15,000 | 389.27 | 40,001 to | 41,000 | 815.43 |
| 701 to | 800 | 77.67 | 15,001 to | 16,000 | 409.15 | 41,001 to | 42,000 | 829.64 |
| 801 to | 900 | 82.10 | 16,001 to | 17,000 | 429.03 | 42,001 to | 43,000 | 843.85 |
| 901 to | 1,000 | 86.53 | 17,001 to | 18,000 | 448.91 | 43,001 to | 44,000 | 858.06 |
| 1,001 to | 1,100 | 90.96 | 18,001 to | 19,000 | 468.79 | 44,001 to | 45,000 | 872.27 |
| 1,101 to | 1,200 | 95.39 | 19,001 to | 20,000 | 488.67 | 45,001 to | 46,000 | 886.48 |
| 1,201 to | 1,300 | 99.82 | 20,001 to | 21,000 | 508.55 | 46,001 to | 47,000 | 900.69 |
| 1,301 to | 1,400 | 104.25 | 21,001 to | 22,000 | 528.43 | 47,001 to | 48,000 | 914.90 |
| 1,401 to | 1,500 | 108.68 | 22,001 to | 23,000 | 548.31 | 48,001 to | 49,000 | 929.11 |
| 1,501 to | 1,600 | 113.11 | 23,001 to | 24,000 | 568.19 | 49,001 to | 50,000 | 943.32 |
| 1,601 to | 1,700 | 117.54 | 24,001 to | 25,000 | 588.07 | | | |
| 1,701 to | 1,800 | 121.97 | 25,001 to | 26,000 | 602.28 | | | |
| 1,801 to | 1,900 | 126.40 | 26,001 to | 27,000 | 616.49 | | | |
| 1,901 to | 2,000 | 130.83 | 27,001 to | 28,000 | 630.70 | | | |
| 2,001 to | 3,000 | 150.71 | 28,001 to | 29,000 | 644.91 | | | |
| 3,001 to | 4,000 | 170.59 | 29,001 to | 30,000 | 659.12 | | | |
| 4,001 to | 5,000 | 190.47 | 30,001 to | 31,000 | 673.33 | | | |
| 5,001 to | 6,000 | 210.35 | 31,001 to | 32,000 | 687.54 | | | |
| 6,001 to | 7,000 | 230.23 | 32,001 to | 33,000 | 701.75 | | | |
| 7,001 to | 8,000 | 250.11 | 33,001 to | 34,000 | 715.96 | | | |
| 8,001 to | 9,000 | 269.99 | 34,001 to | 35,000 | 730.17 | | | |
| 9,001 to | 10,000 | 289.87 | 35,001 to | 36,000 | 744.38 | | | |
| 10,001 to | 11,000 | 309.75 | 36,001 to | 37,000 | 758.59 | | | |
| 11,001 to | 12,000 | 329.63 | 37,001 to | 38,000 | 772.80 | | | |

\$943.32 for the first \$50,000 plus \$9.70 for each additional \$1,000 or fraction thereof, to and including \$100,000.

\$1,428.32 for the first \$100,000 plus \$7.97 for each additional \$1,000 or fraction thereof, to and including \$100,000.

\$4,616.32 for the first \$500,000 plus \$6.78 for each additional \$1,000 or fraction thereof, to and including \$100,000.

\$8,006.32 for the first \$1million plus \$4.64 for each additional \$1,000 or fraction thereof, to and including \$100,000.

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 the permit is issued. See the division refund policy for information about permit fee refunds.

SIGN PERMITS SUBJECT TO STATE SURCHARGE AND PLAN REVIEW FEES

- Projecting signs.
- Pole signs over 7 feet high.
- Monument signs over 7 feet high.
- Awnings extending over 4 feet from wall.
- Canopies that are like additions MAY need a building permit.
- New marquees are building additions, need a building permit.

STATE SURCHARGE

The state surcharge is applicable to all fees authorized by the Minnesota State Building Code.

| Valuation of Project | Surcharge Computation |
|----------------------------|--|
| \$1,000,000 or less | .0005 x Valuation |
| \$1,000,001 to \$2,000,000 | \$500 + .0004 x (value - \$1,000,000) |
| \$2,000,001 to \$3,000,000 | \$900 + .0003 x (value - \$2,000,000) |
| \$3,000,001 to \$4,000,000 | \$1,200 + .0002 x (value - \$3,000,000) |
| \$4,000,001 to \$5,000,000 | \$1,400 + .0001 x (value - \$4,000,000) |
| Greater than \$5,000,000 | \$1,500 + .00005 x (value - \$5,000,000) |

PLAN REVIEW

A plan review fee is applicable when plan review is required. Plan review fees for commercial and 3+ family residential projects with a valuation over \$250,000 are payable at the time of permit application, and plan review for these project will not begin until the plan review fee is paid. Plan review fees for all 1 & 2 family residential, and for commercial projects with a valuation less than \$250,000 are payable at the time the permit is issued. Plan review fees are not refundable once the review has started. The plan review fee is equal to 65% of the permit fee.





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Sign Permit Application

Following the issuance and delivery of a permit, 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:

Address: _____ Parcel # 010-_____ Zone District: _____

New Sign Modifications to existing sign

Sign Type: A-Frame Awning Billboard Canopy Electronic Message Sign Freestanding Pole
 Freestanding Monument Projecting Sign Wall Sign Other list type: _____

Sign Construction:

Building Signs

| | |
|-----------------------------------|---------------|
| Total Height | Width of Sign |
| Thickness | Area |
| Length of wall sign is mounted on | Lighted |

Structure Signs

| | |
|------------------------------|---------------------------|
| Height of face | Width of face |
| Thickness | Area |
| Overall height | |
| Distance from property line | Length of street frontage |
| Height of opening below face | Lighted |

Applicant

Name: _____
 Address: _____
 Phone: _____
 Email: _____

Fees

Value: _____

Fee: _____
 State Surcharge (If applicable): + _____
 Plan Review Fee (if applicable): + _____
 Total Fee: = _____

Owner of Sign: _____
 Owner of Property: _____
 Sign Manufacturer: _____
 Sign Installer: _____

Return application form, sign drawings (to scale) and any other sign details with the application fee to:

City of Duluth
 Room 100 City Hall
 411 West First Street
 Duluth, MN 55802

OFFICE USE: Received
 Permit Number: BSIGN _____
 Approved: _____
 Date: _____

I attest to the accuracy of the information provided with this application
 Applicant Signature: _____