



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 at <https://duluthmn.gov/media/5836/signs.pdf>.

Definitions for terms used can be found at <https://duluthmn.gov/media/5808/jan-2019-article-6.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 <https://duluthmn.maps.arcgis.com/apps/Viewer/index.html?appid=1f3a2c6f9a234ca9b4c63a99dfd45e4e>.

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.

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VALUATION

The project valuation must be provided by the applicant at time of permit application. Applications without a valuation are not complete.

PERMIT FEES

Please see the below table to determine your permit fee. 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

Valuation of Structure	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)

VALUATION \$	FEE \$	VALUATION \$	FEE \$	VALUATION \$	FEE \$
1 to 500	29.76	12,001 to 13,000	276.30	38,001 to 39,000	654.50
501 to 600	33.59	13,001 to 14,000	293.49	39,001 to 40,000	666.78
601 to 700	37.42	14,001 to 15,000	310.68	40,001 to 41,000	679.06
701 to 800	41.25	15,001 to 16,000	327.87	41,001 to 42,000	691.34
801 to 900	45.08	16,001 to 17,000	345.06	42,001 to 43,000	703.62
901 to 1,000	48.91	17,001 to 18,000	362.25	43,001 to 44,000	715.90
1,001 to 1,100	52.74	18,001 to 19,000	379.44	44,001 to 45,000	728.18
1,101 to 1,200	56.57	19,001 to 20,000	396.63	45,001 to 46,000	740.46
1,201 to 1,300	60.40	20,001 to 21,000	413.82	46,001 to 47,000	752.74
1,301 to 1,400	64.23	21,001 to 22,000	431.01	47,001 to 48,000	765.02
1,401 to 1,500	68.06	22,001 to 23,000	448.20	48,001 to 49,000	777.30
1,501 to 1,600	71.89	23,001 to 24,000	465.39	49,001 to 50,000	789.58
1,601 to 1,700	75.72	24,001 to 25,000	482.58		
1,701 to 1,800	79.55	25,001 to 26,000	494.86		\$789.58 for the first \$50,000 plus \$8.39 for each additional \$1,000 or fraction thereof, to and including \$100,000.
1,801 to 1,900	83.38	26,001 to 27,000	507.14		
1,901 to 2,000	87.21	27,001 to 28,000	519.42		\$1,209.08 for the first \$100,000 plus \$6.89 for each additional \$1,000 or fraction thereof, to and including \$100,000.
2,001 to 3,000	104.40	28,001 to 29,000	531.70		
3,001 to 4,000	121.59	29,001 to 30,000	543.98		\$3,965.08 for the first \$500,000 plus \$5.83 for each additional \$1,000 or fraction thereof, to and including \$100,000.
4,001 to 5,000	138.78	30,001 to 31,000	556.26		
5,001 to 6,000	155.97	31,001 to 32,000	568.54		\$6,880.08 for the first \$1million plus \$3.99 for each additional \$1,000 or fraction thereof, to and including \$100,000.
6,001 to 7,000	173.16	32,001 to 33,000	580.82		
7,001 to 8,000	190.35	33,001 to 34,000	593.10		
8,001 to 9,000	207.54	34,001 to 35,000	605.38		
9,001 to 10,000	224.73	35,001 to 36,000	617.66		
10,001 to 11,000	241.92	36,001 to 37,000	629.94		
11,001 to 12,000	259.11	37,001 to 38,000	642.22		

PLAN REVIEW FEE

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 \$100,000 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 \$100,000 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: _____

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