

**CITY OF AITKIN**  
**APPLICATION FOR SIGN PERMIT**

DATE: \_\_\_\_\_

PROPERTY OWNER'S NAME \_\_\_\_\_  
 PROPERTY ADDRESS \_\_\_\_\_  
 PHONE # \_\_\_\_\_

For Office use only:	
Permit No.:	S- _____
Appl. Rec'd.:	_____
Zoning:	_____

**CHECKLIST**

\_\_\_\_\_ Property is Zoned \_\_\_\_\_

\_\_\_\_\_ If your project will require Obstruction or Excavation of *City Right-of-Way* a Registration Form and Right-of-Way Permit Application form must be submitted.

\_\_\_\_\_ CALL GOPHER ONE CALL for location of utilities before digging at 1-800-252-1166

\_\_\_\_\_ Provide a drawing showing dimensions. All signs shall be constructed of permanent materials and shall be permanently attached to the ground, a building, or another structure by direct attachment to a rigid wall, frame or structure. All designs, colors, & materials used must be approved by the Zoning Administrator. If applicable the drawing must include the size of the lot, location of the sign on the lot & all set-backs from lot lines.

For Office use only:	
<b><u>FEES</u></b>	
Permit Valuation Amt:	_____
Permit Fee:	_____
Plan Check Fee:	_____
Penalty Fee:	_____
MN Surcharge Fee:	_____
<b>Zoning Fee:</b>	<b>\$50.00</b>
<b>Total</b>	_____

<b><u>PROJECT COST</u></b>	
Material	_____
Value of Labor	_____
Total Cost	_____

**DESCRIPTION OF PROPOSED SIGN**

\_\_\_\_\_  
 \_\_\_\_\_

ANTICIPATED START DATE: \_\_\_\_\_ COMPLETION DATE: \_\_\_\_\_

CONTRACTORS NAME & LICENSE NO: \_\_\_\_\_  
 Telephone # \_\_\_\_\_

ARCHITECT NAME, ADDRESS \_\_\_\_\_

BUILDER NAME, ADDRESS \_\_\_\_\_

I certify that I have completed the steps as outlined in the above procedure. I understand that I cannot start work on this project until receiving authorization and all charges for said permit are paid. Starting work prior to this or providing false information can result in a fine of \$500.00 or a 90-day sentence or both. I understand that the enforcement and administration of the Minnesota State Building Code is a public service and is of necessity limited in nature. Consequently, this building permit and the subsequent building inspection (s) are not to be construed or relied upon as any type of warranty, guarantee or representation on the part of the City that the plans, construction or finished product are necessarily in conformance with the provisions of the Minnesota State Building Code or other applicable construction standards, Further, the City assumes no responsibility or liability for damages of any nature allegedly arising out of the issuance of this permit or subsequent inspections.

Date: \_\_\_\_\_ Date: \_\_\_\_\_  
 Signature of Applicant: \_\_\_\_\_ Approved by Building Inspector: \_\_\_\_\_

**For Building Inspector**

<b><u>Required Inspections</u></b>	<b><u>Date Inspection Done</u></b>
_____ Site Inspection (staked out) City Administration 927-2527	_____
_____ Footings	_____
_____ Framing	_____
_____ Final Inspection	_____