Temporary Sign Information

Revised 01/20/2012

Please complete the sign permit application as requested. If the City deems an application incomplete, action will be delayed on your request. All applicable fees ***must*** be paid before the sign permit will be released from the City.

An application ***must*** be completed, submitted to the City, and approved by the City each time a business wants to utilize a temporary sign and prior to the sign being displayed. Fees are only collected once per year per business erecting the sign. Subsequent fees for that calendar year are waived.

Effective January 1, 2006, any contractor performing work within the City of Ramsey is required to obtain a City-issued Contractor's License.

Required Fees

Permit Fee: $25.00/year

- Permits are not required for Residential Districts or Temporary Signs less than fifteen (15) square feet in size.

- Questions regarding signs and applicable sign fees should be directed to the Community Development office at (763) 427-1410. Sign applications take approximately 2-3 days for City staff to review and release.

TEMPORARY PERMIT APPLICATION

Planning Division
7550 Sunwood Dr NW
Ramsey, MN 55303
(763) 427-1410

Revised: 01/20/2012

Address:	**Business Name:**

Property Owner/Business Owner Information

Name: _____

Address: _____

City: _____ State:_____ Zip: _____

Phone: ( ) Alternate Phone: ( )

If applicable (write 'self' if doing work for yourself)

Contractor: _____ Phone: _____

Address: _____ City: _____ State: _____Zip: _____

Sign Message

Start Date: _____ End Date: _____

Size of Sign: _____ Square Feet Total Display Time: _____

Type of Sign (portable, banner, etc.): _____ Location (include site plan): _____

I HEREBY APPLY FOR A TEMPORARY SIGN PERMIT AND I ACKNOWLEDGE THAT THE INFORMATION ABOVE IS COMPLETE AND ACCURATE; THAT THE WORK WILL BE IN ACCORDANCE WITH THE ORDINANCES AND CODES OF THE CITY; THAT I UNDERSTAND WORK IS NOT TO START WITHOUT AN APPROVED TEMPORARY SIGN PERMIT; AND THAT THE WORK WILL BE IN ACCORDANCE WITH THE APPROVED PLAN.

Applicant's Signature: _____ Date: _____

FOR OFFICE USE ONLY

PIN:	Zoning District:
Permit Fee:	Paid: By: Cash / Check

Conditions: _____

_____

_____

Planning: _____ Date: _____