



BUILDING PERMIT APPLICATION

5959 Main Avenue NE
 Albertville, MN 55301
 Phone: 763.497.3384 Fax 763.497.3210

Date Received _____
 Date Notified _____
 Date Paid _____
 Ck, Cash, CC _____
 Permit # _____

Site Address: _____
 Business Name: _____
 The Applicant is: _____ Owner _____ Contractor _____ Tenant

Legal Description: PID # _____
 Addition _____ Lot _____ Block _____

Owner:
 Name _____ Address _____

City _____ State _____ Zip _____

Email _____

Phone (H) _____ (W) _____ (C) _____

Contractor:
 Company Name _____ License # _____

Address _____ City _____ St _____ Zip _____

Contact Person _____ Email _____

Phone: (W) _____ (C) _____ (Fax) _____

Architect:
 Name _____ Address _____

City _____ State _____ Zip _____

E-Mail _____

Phone (W) _____ (C) _____ (Fax) _____

Type of Work:
 New Construction Residential
 New Construction Commercial
 Tenant Finish
 Addition
 Garage/Shed
 Plbg
 Alteration
 Reside/Reroof
 Htg
 Finish Bsmt
 Fireplace
 Deck

Description of Work: _____

Size of Structure: Length _____ Width _____ Height _____
 Total Square Footage: First Floor _____ Second Floor _____ Basement _____ Garage _____

Estimated Valuation of Work: \$ _____

Separate permits are required for electrical, plumbing, heating or fireplace. I hereby apply for the above consideration and declare that the information and materials submitted with this application are in compliance with City Ordinance and Policy Requirements and are complete and accurate to the best of my knowledge. It is applicants responsibility to locate and establish the elevations, if needed, of all site improvements. Required adjustments at owners expense. I understand that all City incurred professional fees and expenses associated with the processing of this request are the responsibility of the property owner and/or applicant and will be promptly paid. If payment is not received from the applicant, the property owner acknowledges and agrees to be responsible.

Applicants Signature _____ Applicants Printed Name _____ Date _____

Approved by Building Official _____ Value Approved _____ Date _____

Special Conditions or Comments: _____

BUILDING PERMIT FEES	
Permit	_____
Surcharge	_____
Plan Check	_____
Engineering (site)	_____
Mechanical	_____
Fireplace (s)	_____
Plumbing	_____
Sewer	_____
Water	_____
Water Meter	_____
City WAC	_____
JP WAC	_____
SAC	_____
Storm Water	_____
License Check	_____
Other	_____
TOTAL	_____

Type of Const.	_____
Use of Bldg	_____
Occupancy Group	_____
Occupancy Load	_____
Zoning	_____
Code Used	_____

Are Fire Sprinklers Required?		
	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Fire Dept.	Date _____	Approved _____
City Engineer	_____	_____
Notify of Assoc & Covenant	_____	_____
Public Works	_____	_____
City Planner	_____	_____

Please submit the completed building application to maeghanb@albertvillemn.gov



City of Albertville
 5959 Main Ave, P.O. Box 9
 Albertville, MN 55301-0009
 763-497-3384, ext 103 Fax: 763-497-3210

Received Stamp

PERMANENT SIGN PERMIT APPLICATION

Please print or type all information. Complete all applicable items on both pages. **A Building Permit Application must accompany each Permanent Sign Permit Application.** Property Owners/Landlords Approval is required for Permanent Signs by signature below or letter of approval submitted with application.

Property Address: _____

Applicant Name: _____ Address: _____

Applicants Phone: _____

Applicant is (please check one) Owner Contractor Other

Property Owner's Name _____

Owners Signature * Required _____

Street Address _____

Phone Number _____

City _____

State _____ Zip Code _____

Sign Contractor's Name _____

Telephone Number _____

Street Address _____

City _____

State _____ Zip Code _____

Class of Work: New Addition Alteration Repair Demolition

***Please complete the following two pages to provide the necessary information for a complete sign permit review.**

<i>Sign Types</i>	<i>Sign Faces</i>	<i>Sign Frames</i>	<i>Sign Supports</i>	<i>Class</i>
Wall	Plastic	Plastic	Plastic	Business
Freestanding	Metal	Metal	Metal	Nameplate
Temporary	Aluminum	Aluminum	Aluminum	Advertising
Billboard	Steel	Steel	Steel	Directional
Monument	Plastic	Wood	Footings	Nameplate

<i>Illuminated</i>
Yes <input type="checkbox"/>
* See below
No <input type="checkbox"/>

Note: Please complete the following section by indicating the terms listed above in the columns provided for each sign. If more columns are needed, use an additional form.

	<i>Sample</i>	Sign 1	Sign 2	Sign 3
Type	<i>Wall</i>			
Quantity	<i>1</i>			
Face	<i>Plastic</i>			
Frame	<i>Plastic</i>			
Support	<i>Building</i>			
Class	<i>Business</i>			
Illuminated	<i>NO</i>			
Length	<i>4 feet</i>			
Width	<i>4 feet</i>			
Square Feet	<i>16 square feet</i>			

In addition, sign permit applications must be submitted with the following information in order to be processed and reviewed for City approval:

Site Location:

1. **For ground signs**, provide a survey or aerial photo showing the proposed sign site. The survey or aerial photo should provide a graphic scale and should indicate the location of both existing and proposed signs relative to lot lines, buildings, structures, etc..
2. **For building signs (wall, window, blade, etc.)**, identify on which building façades (east, west, front, side, etc.) signs will be placed, and provide a scaled graphic of each affected building façade, with both existing and proposed signs indicated.
3. If the sign is associated with a multiple tenant building indicate the location of the tenant bay within the site via description or site map. Specify name of commercial development & location.

Building Information:

1. Wall signs cannot exceed 15% of the building façade or tenant bay fronting on a public street for commercial development, or 10% of the building façade for industrial development. Provide the building façade or tenant bay dimensions: **(See Exhibit A)**

Width _____ (feet) x Height _____ (feet) = Total wall surface _____ (square feet)

Wall Sign Information:

1. Provide an illustration of the proposed sign showing the signs size:

Width _____ (feet) x Height _____ (feet) = Total sign area _____ (square feet)

2. Provide wall sign construction details illustrating wall mounting methods.
3. Identify the number and area (square feet) of existing wall signs on each building façade.

Ground Sign Information:

1. Provide an illustration of the proposed ground sign showing:
 - a. The dimension of the total sign surface. Identify number of sign faces.
 - b. Detail on the height and dimensions of the support structure or sign base.
 - c. Total sign height.
2. Provide ground sign construction details identifying sign material and color.

***Illumination Information:**

1. Provide a detailed description of any electrical components that are proposed with a building or ground sign. Identify electrical connections, methods of illumination, and electricity needed. Demonstrate that illumination will not exceed 500 lumens per square foot.
2. Verify that the sign will be wired to conform to the electrical code of the state of Minnesota.

Changeable Copy Sign Information:

1. Provide all required wall or ground sign information listed above (depending on where changeable copy sign will be mounted).
2. Provide all required illumination information listed above.
3. Provide a site plan showing sign location and setback from nearest residential zoning district.
4. Indicate ratio/percentage of changeable copy sign in comparison to total wall or ground sign face area.
5. Identify length of time on message change intervals.

Applicants Signature

Date

Building Official Signature

Date

Special Approvals:
* *Monument & Free Standing Signs ONLY unless noted*

	Date Routed	Approved
Building Official	_____	_____
Public Works Supervisor *	_____	_____
Wastewater Superintendent *	_____	_____
City Engineer *	_____	_____
Other	_____	_____

ALBERTVILLE OUTLET MALL SUPPLEMENTAL SIGN PERMIT FORM

Please provide the additional sign information pertaining to applications for tenant signage within Albertville Premium Outlets. This form should accompany the permanent sign permit application and required information from the City of Albertville. Where required information for the Albertville permanent sign permit application conflicts with information gathered with this supplemental form, please provide the specific information required here which directly relates to the approved outlet mall sign plan and criteria.

Tenant signage requirements are identified in detail in the Albertville Premium Outlets “Tenant Signage Criteria” and “Temporary Storefront Sign Criteria,” which can be attained by contacting the outlet mall.

Site Location:

1. Identify outlet mall building and suite number, and on which building façade storefront signs will be located.
-

Building Information:

1. Identify type of building wall signs are to be mounted to (e.g. vinyl, concrete, EFIS, brick clad substrate).
-

General Information:

1. Identify whether proposed signage is permanent or temporary. _____
2. Provide a scaled storefront drawing illustrating the proposed sign design and all dimensions as they relate to the storefront elevation of the tenant bay. Clearly identify width/height of tenant bay façade and proposed signs.
3. Provide scaled sign plans including a sign elevation and a section through sign indicating construction, attachment and mounting methods, sign size, sign material and color, illumination details, etc.. Letters must be dimensioned and spaced. Provide plans for each sign proposed (wall, blade or window sign).
4. For *temporary signs*, submit a scaled drawing of the temporary sign, and provide information regarding sign size, material, color, mounting, etc.. Additionally, identify the duration of proposed temporary signs.

Signs must meet the following basic requirements, in addition to other criteria detailed in the “Tenant Signage Criteria” and the “Temporary Storefront Sign Criteria” documents:

Wall Signs:

1. **West Outlet Mall buildings (Buildings A,B,C):** Sign is composed of individual internally illuminated channel letters mounted directly to building façade or combination face/halo lit cabinet signs. Maximum overall height of the sign shall not exceed 36” for a single or double line copy.
2. **East Outlet Mall buildings (Buildings D,E,F,G):** Sign for concrete wall is composed of individual reverse channel letters mounted to the top of raceway. Sign for an EIFS Wall and /or tower feature is composed of individual reverse channel letters or combination of face/halo lit cabinet mounted to the wall directly with spacers. Maximum overall height of the sign shall not exceed 36 inches for a single or double line copy.
3. The length of signs on internal storefronts do not exceed 75% of the tenant’s storefront width.
4. Cabinet signs shall be designed to have light colored messages on darker colored backgrounds.

Blade Signs:

1. Sign height does not exceed 1’ – 0” and sign width does not exceed 3’ – 0”.
2. Sign is composed of painted dimensional letters mounted to a blade panel.

Window Signs:

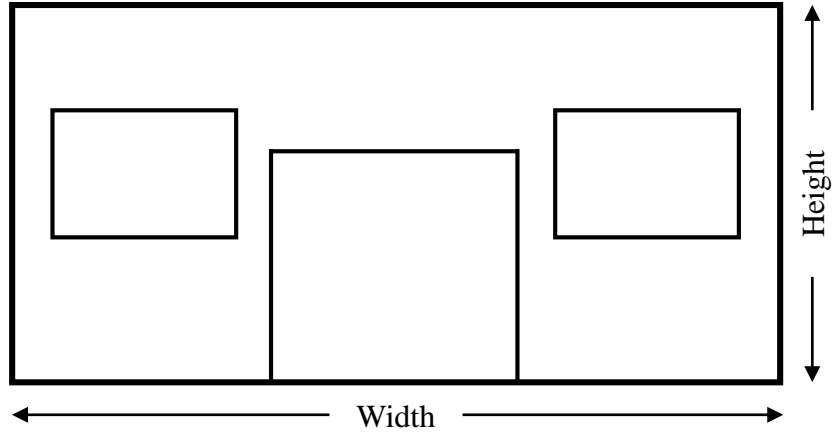
1. White vinyl die-cut graphics are placed only on the inside of every other window. Max. sign area on each window does not exceed 1 square foot, and placement is in the centered area measured a min. of 8” inward toward the window’s center and not exceeding 42” above grade.

Temporary Signs for Short-term Leases:

1. **Option 1:** (0-35 months) ¾ inch thick cut out acrylic letters mounted with ½ inch spacers and screwed to the fascia with appropriate hardware for the wall condition. Sign size not to exceed size permitted for permanent signs.
2. **Option 2:** (0-35 months) ¾ inch thick cut out acrylic letter mounted to 1-inch-deep aluminum panel system. Panel is screwed to the fascia with appropriate hardware for wall condition. Screw heads are covered with background panel color. Sign size not to exceed size permitted for permanent signs. Option 2 signs shall consist of lighter colored messages on a darker colored panel.
3. **Option 3:** (less than 12 months) 1/8-inch ACM panel with digitally printed graphic. Panel is screwed to fascia with appropriate hardware for the wall condition. Screw heads are covered with background panel color. Sign size not to exceed size permitted for permanent signs. Option 3 signs shall consist of lighter colored messages on darker colored panels.
4. **Temporary Blade:** The sign height does not exceed 1 foot and sign width does not exceed 3 feet. Sign is composed of a vinyl copy applied to a 1/8-inch-thick aluminum panel.

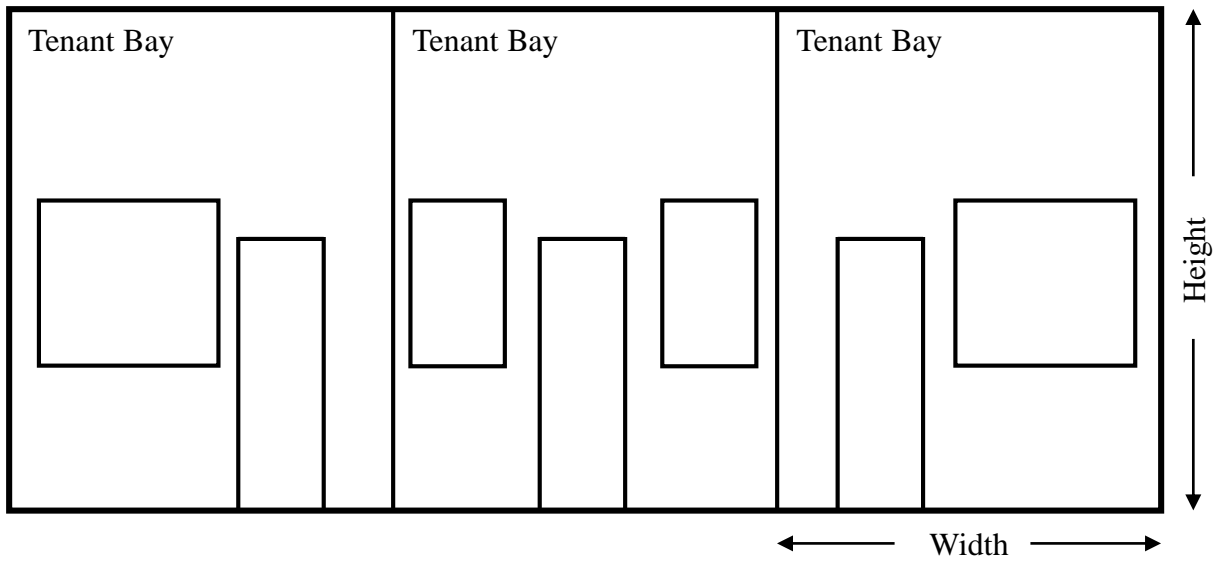
Exhibit A: Building Façade Description for Wall Signs

Single-Occupant Building



$$\text{Width} \times \text{Height} = \text{Façade Area}$$

Shopping Center



$$\text{Width} \times \text{Height} = \text{Façade Area}$$

Maximize Sign Size = 10% of Façade Area for Industrial Building
or 15% of Façade Area for Commercial Building