

- **APPLICATIONS WILL NOT BE ACCEPTED WITHOUT REQUIRED PERMIT FEE!** All applications must be accompanied by the appropriate fee. Make checks payable to: City of Burnsville – Attn: Sign Permits
- All applications must be **fully completed including both page 1 and page 2 of the application.** This also includes the sign placement diagram, landlord approval (if applicable) and photo/sketch of sign(s).
- Any signs placed without a valid permit will be picked up and removed by City Code Enforcement or City Public Works. There is an \$80 fee for return of illegally placed signs that have been impounded.

**APPLICATIONS MUST BE SUBMITTED AT LEAST 10 DAYS  
IN ADVANCE OF INSTALLATION**

TODAY'S DATE: \_\_\_\_\_

NATURE OF  
EVENT/SIGN: \_\_\_\_\_

**PROPOSED DATES SIGNS WILL BE IN USE:**  
FROM: \_\_\_\_\_ TO: \_\_\_\_\_

**APPLICANT INFORMATION:**

NAME OF SIGN  
COMPANY/APPLICANT: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_

STREET ADDRESS: \_\_\_\_\_

CITY, STATE, ZIP: \_\_\_\_\_

PHONE #: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

**SIGN LOCATION INFORMATION**  
**PROVIDE A DIAGRAM SHOWING LOCATION & PLACEMENT OF SIGN(S).**

IF SIGN IS TO BE ATTACHED TO BUILDING FAÇADE, ATTACH PHOTO OR DRAW BUILDING FAÇADE WHICH SIGN IS TO BE PLACED. IF SIGN IS TO BE FREESTANDING, DRAW OR ATTACH PLOT PLAN SHOWING EXACTLY WHERE SIGN(S) WILL BE LOCATED INCLUDE DISTANCES FROM RIGHT-OF-WAY, DRIVEWAY, AND NEAREST INTERSECTION.

NAME OF BUSINESS: \_\_\_\_\_

STREET ADDRESS: \_\_\_\_\_

CITY, STATE, ZIP: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_

PHONE #: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

**IF THIS IS A MULTI-TENANT BUILDING, SUBMIT A LETTER OF LANDLORD APPROVAL WITH THIS APPLICATION AND COMPLETE INFO BELOW:**

NAME OF LANDLORD/AGENT: \_\_\_\_\_

NAME OF CENTER: \_\_\_\_\_

LANDLORD PHONE #: \_\_\_\_\_

LANDLORD EMAIL: \_\_\_\_\_

Check the box for the permit for which you are applying. See page 2 for further information on permit types.

- |   |   |  |
|---|---|--|
| <input type="checkbox"/> Special event – indoor event<br>(\$150/10 days)                                | <input type="checkbox"/> Business banner<br>(\$250/60 days + \$250 for optional add'l 30 days)          | <input type="checkbox"/> Special sales event – FOR HOME-BASED OCCUPATIONS ONLY<br>(\$25/event)   |
| <input type="checkbox"/> Special event – outdoor event<br>(\$300/10 days)                               | <input type="checkbox"/> New business banner<br>(no fee/60 days + no fee for optional add'l 30 days)    | <input type="checkbox"/> Community event – FOR SCHOOL DISTRICT, CITY, OR ATHLETIC ASSOCIATION SPONSORED EVENTS ONLY<br>(no fee/length varies by event) |
| <input type="checkbox"/> Special event – one day outdoor<br>(\$150/1 day-day of event only advertising) | <input type="checkbox"/> Transient business<br>(\$250/month)  | <input type="checkbox"/> Legacy Event—FOR FIRE MUSTER OR INTERNATIONAL FESTIVAL EVENTS ONLY<br>(no fee/length varies by event)                         |
| <input type="checkbox"/> Sandwich board<br>(\$125/year)   | <input type="checkbox"/> Temporary Seasonal Sales<br>(fee included in Outdoor Sales Permit application) |  |
| <input type="checkbox"/> Employment sign<br>(\$250/month)   | <input type="checkbox"/> Multi-housing leasing<br>(\$250/month)   |  |

I hereby agree to abide by all sign regulations and other applicable codes, ordinances and policies of the City of Burnsville.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

**PAGE 2 MUST ALSO BE COMPLETED AND SUBMITTED AS PART OF THE APPLICATION.**

Office Use Only			
Date Received:	Date Approved:	Approved By:	Permit #:

Reference City Code, Title 10, Chapter 30 (Signs) for Complete Sign Regulations	<b>Sign Regulations Summary by Permit Type</b> Decorations other than those listed are prohibited. <b>A PHOTO OR SKETCH OF THE PROPOSED SIGN(S) MUST BE ATTACHED TO THE APPLICATION.</b>		
<p><b>Special Event – Indoor</b> Temporary indoor promotional or sales events. <i>Examples: holiday sales, promotional sales, warehouse sales, open houses, enrollment events, church events.</i></p> <p><b>Special Event – Outdoor</b> Temporary outdoor promotional or sales events. <i>Examples: tent sales, concerts, beer gardens, athletic events.</i></p>	Maximum of 3 consecutive permits (30 days). Maximum 6 events per calendar year. Please indicate the types of lot decorations proposed for the special event: <input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b> Small balloons (not exceeding 2' in diameter) <input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b> Bannerettes (max 3'x5' one per pole) <input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b> Banners (max 2 allowed, max 100 ft <sup>2</sup> in size, allowed on poles/tents/buildings) <input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b> Inflatable devices (max height 24', limited to one event per calendar year, allowed on rooftops, green space, or parking lots) <input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b> Off-premise signs (max 25 signs within 2 mi of event, one per street intersection, must include contact info, limited to 12 ft <sup>2</sup> ) <input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b> Tent (tents over the size of 200 ft <sup>2</sup> require separate tent permit from Fire Dept) <input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b> Searchlights (max 3 days, no more than 15 days per calendar year)		
<p><b>Sandwich Board</b> Two sided self-supporting temporary signs. <i>Examples: A-frame sign advertising specials, hours, other offers.</i></p>	<ul style="list-style-type: none"> <li>- One sandwich board.</li> <li>- Max size 3' width and 4' height.</li> <li>- Must be located within 20' of the main entrance to business advertised.</li> <li>- Must be placed on private property (not allowed on public sidewalk).</li> <li>- Must leave a min 4' clearance for pedestrian access.</li> <li>- Only allowed during business hours and must be removed daily.</li> </ul>		
<p><b>Business Banner</b> Banner allowed as a wall sign for businesses for interim use until permanent signs are installed.</p>	<ul style="list-style-type: none"> <li>- Limited in duration for no more than 60 days. May extend the duration for an additional 30 days.</li> <li>- Must be securely attached on the building.</li> <li>- Size and location shall be determined as if the sign were a permanent wall signs or no greater than 300 ft<sup>2</sup>, whichever is less.</li> <li>- No additional sign lighting is allowed.</li> </ul>		
<p><b>Employment sign</b> A temporary sign to announce employment opportunities. <i>Examples: now hiring, help wanted, apply inside.</i></p>	<input type="checkbox"/> Banner max 1 allowed max 100 ft <sup>2</sup> allowed on building or ground mounted	<b>OR...</b> <i>(limited to one sign type)</i>	<input type="checkbox"/> Metal sign max 1 allowed max 6 ft <sup>2</sup> , no higher than 4 ft painted with matching posts
<p><b>Transient Merchant</b> A sign that is accessory to any person, firm, or corporation who obtained a transient merchant license. <i>Examples: firework tents, Halloween shops</i></p>	<ul style="list-style-type: none"> <li>- Limited in duration for no more than 90 days.</li> <li>- Maximum one temporary sign.</li> <li>- Maximum 32 ft<sup>2</sup>.</li> </ul>		
<p><b>Multi-Housing Leasing</b> <i>Examples: Now leasing, units available for lease.</i></p>	<ul style="list-style-type: none"> <li>- Allowed only from May 1 through October 31.</li> <li>- Maximum one banner allowed (or two if on a corner lot).</li> <li>- Must be placed on side of the building (not allowed on poles/ground).</li> <li>- Maximum 150 ft<sup>2</sup> (100 ft<sup>2</sup> if using two on a corner lot)</li> </ul>		
<p><b>Special Sales Event</b> Sales located in residential areas. <i>Examples: products from home occupations, plant sales, produce, craft sales, estate sales held at residences, hobby collection sales</i></p>	<ul style="list-style-type: none"> <li>- Limited to two sales events in a 12 month period.</li> <li>- Signs may be placed the day prior to the event and must be removed on the day the event concludes.</li> <li>- Permit length – max 4 days.</li> <li>- Special sales allowed from 9am-9pm weekdays and 9am-5pm on weekends.</li> <li>- Max six temporary signs at residence or within one mile of premises.</li> <li>- Max size 4 ft<sup>2</sup>.</li> </ul>		
<p><b>New Business Banner</b> <i>Examples: grand opening, now open, coming soon</i></p>	<ul style="list-style-type: none"> <li>- Limited in duration for no more than 60 days. May extend the duration for an additional 30 days.</li> <li>- Maximum of 50 ft<sup>2</sup>.</li> <li>- Must be securely attached on the building.</li> </ul>		
<p><b>Temporary Seasonal Sales Permit</b> <i>Examples: tree stand, pumpkin sales, greenhouses</i></p>	<ul style="list-style-type: none"> <li>- Requires separate Temporary/Outdoor Seasonal Sales permit.</li> <li>- Maximum of one sign.</li> <li>- Maximum not to exceed 32 ft<sup>2</sup>.</li> </ul>		
<p><b>Community Event</b> A temporary on or off premises sign promoting an event sponsored by or part of an event sponsored by a school district, athletic association, or the city. <i>Examples: high school athletic team fundraising, home show</i></p>	<ul style="list-style-type: none"> <li>- May be erected up to 17 days prior to the event and shall be removed within 24 hours after event conclusion.</li> <li>- Off premise community event signs shall not exceed 12 ft<sup>2</sup> in area, on premise signs shall not exceed 32 ft<sup>2</sup>.</li> <li>- Signs placed on private property must have permission of property owner.</li> <li>- Signs shall not be illuminated.</li> <li>- Off premise signs limited to 1 per street intersection, on premise signs limited to 1 sign per entrance/driveway to site event.</li> <li>- Signs shall be anchored to ground. Signs shall not be attached to any tree or permanent structure.</li> <li>- Signs may be placed in city rights of way (not state or county) but shall be set back from the curb by no less than 2 ft per 1 foot of sign height.</li> </ul>		
<p><b>Legacy Event</b> A temporary on or off premises sign or banner promoting a Legacy Event <i>Examples: Fire Muster, International Festival</i></p>	<ul style="list-style-type: none"> <li>- Up to 50 signs/banners 30 days prior to the event. Additional signs/banners may be erected 17 days prior to the event.</li> <li>- Signs placed in City ROW shall not exceed 4 ft<sup>2</sup> or 30" tall and setback 2 ft. from curb or pavement.</li> <li>- Banners in City ROW are subject to a separate ROW permit.</li> <li>- Event location signs shall not exceed 48 ft<sup>2</sup>. 2 max at entrance/driveway.</li> <li>- A max of 1 sign per intersection. Intersections where at least 1 of the streets is greater than 2 lanes exclusive of turn lanes, then 2 signs per intersection are permitted. Signs are not permitted mid-block.</li> <li>- Signs on private property shall not exceed 48 ft<sup>2</sup>. Permission of the property owner is required.</li> <li>- Signs/Banners shall be removed within 24 hours after event conclusion.</li> </ul>		