



101 4th Street E • Hastings MN 55033

[Hastingsmn.gov](http://Hastingsmn.gov) [planning-zoning](http://planning-zoning)

[jfortney@hastingsmn.gov](mailto:jfortney@hastingsmn.gov)

651-480-2381

## Permanent sign permit application

Prior to submittal, please review the [city's sign code](#)

Site address: \_\_\_\_\_ Suite#: \_\_\_\_\_

Tenant business name: \_\_\_\_\_

### Client information

Name: \_\_\_\_\_

Street address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP code: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

### Sign contractor information

Name: \_\_\_\_\_

Street address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP code: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

### Type of work

Reface existing sign

Replace existing sign

New sign location

### Sign type

Wall sign

Pylon sign

Monument

Blade (projecting)

Other \_\_\_\_\_  
Provide description

### Sign valuation

Value of all proposed signs \_\_\_\_\_

### 34.03 Fee Schedule (for current rate)

Sign valuation	Fee
\$1 - \$1,000	\$50
\$1,001 +	\$100

### Required with application:

- **Site plan** showing the location of all existing and proposed freestanding signs.
- **Photograph** of wall sign location(s).
- **Graphic** of the sign design indicating material type, color, and lettering.

**Separate electrical and building permits required for electrical and footing work**



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### Wall Signs

Provide wall dimensions of the building wall to which the sign(s) will be attached. For individually leased spaces, the wall size is the height and width of the leased space.

#### Wall Area (Skip wall area if all signs on business wall are 40 Sf.Ft. or less)

(North) Width	_____	Height	_____	Total wall Sq.Ft.	_____
(South) Width	_____	Height	_____	Total wall Sq.Ft.	_____
(East) Width	_____	Height	_____	Total wall Sq.Ft.	_____
(West) Width	_____	Height	_____	Total wall Sq.Ft.	_____

#### Sign Size: (proposed and existing for each wall with a change)

				If over 40 Sq. Ft.	New or Replacement	Existing and to Remain
(North) Width	_____	Height	_____	Sq.Ft. _____	% of Wall _____	
(South) Width	_____	Height	_____	Sq.Ft. _____	% of Wall _____	
(East) Width	_____	Height	_____	Sq.Ft. _____	% of Wall _____	
(West) Width	_____	Height	_____	Sq.Ft. _____	% of Wall _____	

### Free Standing Signs

1. Sign area: Width \_\_\_\_\_ Height \_\_\_\_\_ Sq. Ft. \_\_\_\_\_

Structure: Total height \_\_\_\_\_ Setback from property line(s) \_\_\_\_\_ Monument base height \_\_\_\_\_

2. Sign area: Width \_\_\_\_\_ Height \_\_\_\_\_ Sq. Ft. \_\_\_\_\_

Structure: Total height \_\_\_\_\_ Setback from property line(s) \_\_\_\_\_ Monument base height \_\_\_\_\_

I CERTIFY, UNDER PENALTY OF PERJURY, THAT THE ABOVE INFORMATION FURNISHED BY ME IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.

Owner/ Applicant name: \_\_\_\_\_

Owner/ Applicant signature: \_\_\_\_\_ Date: \_\_\_\_\_

**DISCLAIMER:** By accepting this permit and proceeding with the work, the applicant/permittee and owner acknowledges and agrees that: 1) The applicant/permittee is the property owner or has full permission and authority to represent the property owner in this project and carry out the work specified in the permit. 2) All work is to be done in full compliance with the City of Hastings Municipal Code, available online or at City Hall. 3) The applicant/permittee further declares that they are either: (A) a contractor currently registered and properly licensed to perform such work; (B) the registered or legal owner or authorized agent of the property for which are applying for permit and not a licensed contractor; or (C) otherwise exempt from licensing requirements. 4) Compliance with all federal, state, and local laws and building permitting requirements shall be the sole responsibility of the applicant/permittee and property owner. (5) The City is not responsible for any code violation through the issuance of this permit. (6) This permit will become void one year from date of issuance. Permits issued and inspections made by the City are a public service and do not constitute any representation, guarantee, or warranty, either implied or expressed, to any person as to the condition of the structure or conformance to applicable construction codes. (7) The applicant/permittee and owner agrees they have read this application, and the above and submitted information is correct and accurate. Applicant also understands by signing this application that he/she could be held responsible as representative of this project for any violation of compliance with all applicable laws and ordinances of the City of Hastings.

**Incomplete applications will not be reviewed.**

Please return this completed form by email to:

[jfortney@hastingsmn.gov](mailto:jfortney@hastingsmn.gov)

Or in person or by mail to:

City of Hastings  
Planning Department  
101 4th Street East  
Hastings MN 55033

Office use only Permit # \_\_\_\_\_

Approval stamp:

Fee \_\_\_\_\_