

**CITY OF DULUTH - APPLICATION FOR SIGN PERMIT**

**PERMANENT SIGNS ONLY**

**OFFICE: (770) 476-1790**

**INSPECTION REQUEST LINE: (770) 497-5333**

SIGN ADDRESS: \_\_\_\_\_ PERMIT NO: \_\_\_\_\_

BUSINESS NAME \_\_\_\_\_ PHONE NO.: \_\_\_\_\_

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

**WALL/PROJECTING/CANOPY SIGNS** {scale drawing & building elevation showing placement of sign(s)}

SQUARE FTG.	WIDTH OF FAÇADE (in feet)	IDENTIFY FAÇADE (front, side, rear)	ILLUMINATION ( <i>Electrical Permit Required</i> )	
1. _____ \	_____ \	_____ \	<input type="checkbox"/> INTERNAL	<input type="checkbox"/> EXTERNAL
2. _____ \	_____ \	_____ \	<input type="checkbox"/> INTERNAL	<input type="checkbox"/> EXTERNAL
3. _____ \	_____ \	_____ \	<input type="checkbox"/> INTERNAL	<input type="checkbox"/> EXTERNAL

**MONUMENT SIGNS/HISTORIC POLE SIGN** {site location plan & scale drawing of sign(s) required, colors shown}

Please provide color rendering of panels being placed on an existing monument sign. Neutral background required on all panels.

HEIGHT OF SIGN STRUCTURE: \_\_\_\_\_ SETBACK FROM RIGHT-OF-WAY: \_\_\_\_\_

NO. OF SIGNS ON STRUCTURE: \_\_\_\_\_ ACCUMMULATIVE SQ. FTG. OF SIGN: \_\_\_\_\_

MATERIALS USED FOR MONUMENT: \_\_\_\_\_ (ie., brick, block, stucco, wood, *must match building*)

ILLUMINATION:  INTERNAL  EXTERNAL (electrical permit required for any new wiring; neon prohibited)

SIGN CONTRACTOR \_\_\_\_\_

SIGN CONTRACTOR'S ADDRESS: \_\_\_\_\_

CITY/STATE/ZIP: \_\_\_\_\_

PHONE NO. \_\_\_\_\_ EMAIL ADDRESS: \_\_\_\_\_

OCCUPATIONAL TAX ID.: \_\_\_\_\_ EXPIRATION DATE: \_\_\_\_\_ (must attach copy)

The City of Duluth is not responsible for the proper design, erection, and maintenance of any sign permitted. The applicant hereby assumes the entire responsibility and liability for any and all damages, injury, death or destruction of any person or property resulting from or arising out of any act or omission in connection with the design, erection or maintenance of the sign, whether caused by the applicant, the City of Duluth or any of its agents, servants and employees or by any third parties. The applicant shall indemnify and hold harmless the City of Duluth, its agents, servants and employees, past and present, from and against any and all loss and/or expense without limitation which the or either of them may suffer, pay or be obligated to pay as a result of suits or claims which arise as described in the preceding sentence, irrespective of negligence on the part of the City of Duluth (except that the City of Duluth shall not be indemnified for its own, sole negligence). The applicant, if requested, shall assume and defend at their own cost, any suit, action or legal proceeding should arise, and the applicant hereby agrees to satisfy, pay and cause to be discharged of record any judgment which may be rendered against the City of Duluth arising therefrom. All signs must be installed in compliance with the Duluth Building Code.

**The following must be followed at all times or a citation will be issued:**

- All signs must be located out of the public right-of-way.
- Double the permit fee shall be charged for any sign constructed or installed without first obtaining a permit.
- English translation must be provided for signs in other than English letters and Arabic numbers.
- The City of Duluth does not enforce protective or restrictive covenants.
- Pole signs are prohibited, except in the downtown districts. Monument signs required, enclosed on all sides by brick, stone, wood or stucco.
- Building Permit required for monument signs.
- Sign drawings must label colors, materials, measurements, and other pertinent information about the sign.
- Fluorescent and day-glow colors prohibited.
- Final Inspection Required on all signs. Please call 770-497-5333.

DATE \_\_\_\_\_ SIGNATURE OF APPLICANT \_\_\_\_\_

PRINT NAME: \_\_\_\_\_

**OFFICE USE ONLY**

PERMIT FEE \$ \_\_\_\_\_

ZONING \_\_\_\_\_

VALUE \$ \_\_\_\_\_

APPROVED BY \_\_\_\_\_

CHECK NO.: \_\_\_\_\_