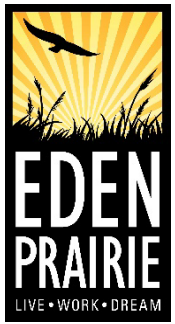


Sign Permit Application 2024



Staff Contacts

Sign regulation questions – Ben Schneider, BSchneider@edenprairie.org or 952-949-8491
 ePermit submittal questions – Lisa Morrill, LMorrill@edenprairie.org or
 Riley Lundeen, RLundeen@edenprairie.org or 952-949-8342

Submittal Instructions

Starting January 1, 2023, all sign permits will go through the City's ePermits portal. Please review the instructions below.

1. Review the City's sign regulations in **City Code Section 11.70**.
2. **(First time appliers only)** Call the Building Department at 952-949-8342 to have staff add your contractor information to the ePermits database. Note that a contractor's license is not required.
3. **(First time appliers only)** **Create an account** with the City's ePermits portal.
4. Fill out this application form.
5. **Apply for a sign permit** on the ePermits portal. Please review the submittal requirements and fee information on this page and click the link at the bottom to apply. This permit applies to commercial, office, industrial, apartment, and public uses. Please contact staff if the project site does not fit this description.
6. After applying, an automated email will be sent to you via ProjectDox, the City's electronic plan review software. Follow the instructions and upload this sign application form and the required sign drawings.
7. Staff will review the submitted materials on ProjectDox. When the review is complete, another email will be sent asking you to either revise/resubmit plans or to make an online payment for the permit.
8. If required by the Building Department, schedule an inspection on the **ePermits portal**.

Applicant Information

Sign Installer: _____ Contact Name: _____
 Contact phone: _____ Contact Email: _____
 Address: _____ City: _____ State: _____ Zip: _____

Sign Information

Advertiser: _____ Address: _____
 Estimated value of work: _____ Are any signs proposed to have dynamic displays? Yes No

	Sign Description (e.g. "South Wall" or "Entry Monument Sign")	Sign Area (do not include base)			Check One		Sign height (free-standing only)	Is this re-facing an existing sign?
		Width	Height	Total Area (Sq ft)	Wall Sign	Free-Standing		
1								
2								
3								
4								
5								
				Aggregate Sign Area:				

By checking the box below, I certify the signage will be installed in accordance with the information provided on this form and the proposed signage conforms with City Code and Building Code standards.

I agree with the above statement