



## ONLINE PERMITS

***You can apply & pay for some permits ONLINE now!***

*Go to our website page:*

<https://www.anokaminnesota.com/218/Building-Department-Division>

***Click on the "Pay Online" link or button to apply for the following:***

### **BUILDING**

Door Replacements  
Re-Roof  
Siding  
Window Replacements

### **ELECTRIC**

### **MECHANICAL**

Fireplaces  
New Construction  
New HVAC Installation  
Replacements

### **PLUMBING**


Drain, Waste and Vent  
Fixture Replacements  
PVB's and RPZ's

### **ZONING**

Driveways  
Fences  
Signs and Temporary Signs  
Structures 200 square feet or less such as Gazebos, Pergolas & Sheds

***\*Do not use the Online portal for decks, pools or other structures that require plan review.***

Choose only 1 of the two application processes:

- 1) Either the Online portal  OR
- 2) Emailing the following application.



City of Anoka ~ 2015 First Avenue ~ Anoka, MN 55303

Website: [www.anokaminnesota.com](http://www.anokaminnesota.com) Phone: 763-576-2720 Email: [Comdev@ci.anoka.mn.us](mailto:Comdev@ci.anoka.mn.us)

### SIGN PERMIT APPLICATION

SITE ADDRESS: \_\_\_\_\_

BUSINESS NAME: \_\_\_\_\_ BUSINESS PHONE #: \_\_\_\_\_

THE APPLICANT IS:  OWNER  CONTRACTOR  TENANT

CONTACT NAME & PHONE #: \_\_\_\_\_

#### **PROPERTY OWNER:**

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

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

PHONE #: \_\_\_\_\_ EMAIL ADDRESS: \_\_\_\_\_

#### **APPLICANT:**

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

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

PHONE #: \_\_\_\_\_ EMAIL ADDRESS: \_\_\_\_\_

#### **TYPE OF SIGN (CHECK ALL THAT APPLY)**

NEW  WALL MOUNTED  ILLUMINATED *-REQUIRES SEPARATE ELECTRICAL PERMIT*  NON-ILLUMINATED  
 FREE STANDING  ALTERATION  TEMPORARY ~ DATES FROM \_\_\_\_\_ TO \_\_\_\_\_  
(TEMPORARY SIGNS ARE GOOD FOR 30 DAYS & NO MORE THAN 3 TEMPORARY SIGNS PER CALENDAR YEAR)

#### **SIZE OF SIGN**

\*IF A **FREE STANDING SIGN**, INCLUDE A SKETCH OF LOCATION WITH DISTANCES TO PROPERTY LINE AND PROVIDE THE FOLLOWING:

LENGTH: \_\_\_\_\_ FT WIDTH: \_\_\_\_\_ HEIGHT: \_\_\_\_\_ TOTAL AREA: \_\_\_\_\_ SQ FT

\*IF A **WALL SIGN**, PLEASE PROVIDE THE FOLLOWING DIMENSIONS FOR THE PROPOSED SIGN:

LENGTH: \_\_\_\_\_ FT WIDTH: \_\_\_\_\_ HEIGHT: \_\_\_\_\_ TOTAL AREA: \_\_\_\_\_ SQ FT

LINEAL FEET OF LOT FRONTAGE: \_\_\_\_\_ FT (FOR CORNER LOTS, MEASURE THE SIDE WITH THE LEAST FRONTAGE)

**VALUE OF SIGN IF NEW OR ALTERATION: \$ \_\_\_\_\_**

#### **FILING REQUIREMENTS FOR NEW OR ALTERATION SIGNS:**

TWO COPIES OF SCALED DRAWING OF SIGN; INCLUDE MATERIALS, LETTERING, COLORS, ILLUMINATION AND SUPPORT SYSTEM

TWO COPIES OF BUILDING FRONT AND SITE PLAN SHOWING SIGN LOCATION

EXISTING SIGNAGE THAT WILL REMAIN:

1) TOTAL SQ FT OF ALL EXISTING SIGNS \_\_\_\_\_ SQ FT

2) LOCATION OF ALL EXISTING SIGNS-PROVIDE DIAGRAM

3) TYPE OF SIGNS: \_\_\_\_\_

#### **HOW DO YOU PREFER TO RECEIVE YOUR PERMIT?**

WILL PICK UP  USPS (IF PLANS ARE LARGE, PLEASE PICK UP)  EMAIL ADDRESS: \_\_\_\_\_

**NEW SIGN OR SIGN ALTERATIONS: PERMIT FEE ~ \$ 50.00 or TEMPORARY SIGN: PERMIT FEE ~ \$ 15.00  
VISA, MC, DSC, CHECK, OR EXACT CASH - IF PAYING WITH CC OVER THE PHONE ADD: \$3.25 FOR CONVENIENCE FEE**

**TOTAL PERMIT FEE \$ \_\_\_\_\_**

\*THE UNDERSIGNED HEREBY AGREES THAT IN CASE SUCH PERMIT IS GRANTED; THAT ALL WORK WHICH SHALL BE DONE AND ALL MATERIALS WHICH SHALL COMPLY WITH THE PLANS AND SPECIFICATION THEREFORE HEREWITH SUBMITTED AND WITH ALL THE ORDINANCE OF SAID CITY OF ANOKA AND STATE BUILDING CODE APPLICABLE THEREIN.\*

OWNER SIGNATURE \_\_\_\_\_ APPLICANT SIGNATURE \_\_\_\_\_

PRINTED NAMES \_\_\_\_\_ DATE \_\_\_\_\_

COMMUNITY DEVELOPMENT APPROVAL \_\_\_\_\_ DATE \_\_\_\_\_