

# Signage Requirements Information Sheet

All signs exempt from obtaining a sign permit are listed in Section 19.105 of the City Code. For a list of exempt signs, visit [www.ci.bloomington.mn.us](http://www.ci.bloomington.mn.us), keyword: 19.105.

A sign permit is required for new sign installation, as well as sign face replacement (i.e. maintenance). To apply for a permit, follow the instructions in this handout and contact the Planning Division at 952-563-8920 with questions.

## Single tenant building

- 1) **Determine the zoning district for the property.** Zoning districts may be found on the City's web site at [www.ci.bloomington.mn.us](http://www.ci.bloomington.mn.us) keyword "zoning" or by calling the Planning Division at 952-563-8920.
- 2) **Determine the corresponding sign district** based on the zoning district designation. (See chart below.)

Sign district	Ordinance section	Zoning districts			
<b>Class I</b>	19.110	R-1	R-1A	RS-1	SC
<b>Class II</b>	19.111	R-4	RM-12	RM-24	RM-50 RO-24 RO-50
<b>Class III</b>	19.112	B-1	I-1	I-2	IN-1
<b>Class IV</b>	19.113	CB	B-2	B-3	IP I-3 CO-0.5 CO-1 CS-1 FD-1 FD-2
<b>Class V</b>	19.114	CR-1			
<b>Class VI</b>	19.115	CX-2	CO-2	HX-2	

- 3) For hotels, class I motor vehicle sales, gasoline service stations and office buildings with seven or more stories, see **Special building types** section below.
- 4) Read the sign regulations for the sign district – the regulations contain information about the types of signs, number of signs allowed, size, setback, construction and illumination.
- 5) Submit all of the following required materials:
  - a) **Completed application form** with all fields filled. The property owner must sign the application. The sign application form can be found on our Web site at [www.ci.bloomington.mn.us](http://www.ci.bloomington.mn.us).
  - b) **Scaled drawing(s)** of the proposed sign.
  - c) **Scaled site plan** showing the location of the proposed sign.
  - d) **Identification/description of materials** proposed for the sign.
  - e) **For a wall sign** – An elevation drawing showing wall dimensions and proposed sign dimensions.

- f) **For a freestanding sign** – In addition to the above, the scaled site plan must include the curb, property line, sign location, dimensions and north arrow.

## Multi-tenant building/property with multiple buildings

- 1) A Uniform Sign Design (USD) is required, it must be completed and approved prior to the issuance of a sign permit for any signs on the property/building - contact the Planning Division at 952-563-8920 for information.
- 2) If the property/building does not have an approved USD, request the USD regulations brochure. (A USD may not be on file if it wasn't previously required or if the building/site was there before the sign regulations were adopted.)
- 3) Determine the zoning district. See **Single tenant building, 1)**.
- 4) Determine the sign district. See **Single tenant building, 2)**.
- 5) Submit a complete USD package. All required materials are listed in the USD guidelines brochure.

## Special building types

Find information on our Web site in the *City Code* section.

- **Hotels** - Section 19.121.
- **Class I motor vehicle sales** - Section 19.122.
- **Gasoline service stations** - Section 19.123.
- **Office buildings with seven or more stories** - Section 19.124.

## Wall, awning, changable copy signs

Basic design elements are included in Section 19.108(h) of the *City Code*.

## Sign application and permit fees

See *City of Bloomington Planning Fee Schedule* for a current listing of fees. Permanent signs require payment of both an application fee and a permit fee. Temporary signs require a permit fee payment.

## Electrical and foundation permits

All signs which have electrical service require an electrical permit. All free standing signs require a foundation permit. For more information, contact the Building and Inspection Division at 952-563-8930.

**Do not fabricate, construct or erect a sign until Building and Inspection has issued a sign permit.**