



Community Development Department
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www.rochestermn.gov/departments/building-safety

Sign Permits

When is a sign permit required?	When is a sign permit not required?***
All NEW, permanent commercial/business signs including the following:	Re-facing existing signs – same or smaller sign area <i>and</i> height of sign. **
Wall	Temporary Signs in place for less than 180-days (IBC Sec3103.1)
Free standing (Pylon, Monument)	Banners
Projecting (Blade signs)	Flags
Roof	Covering windows with finish such as vinyl decals**
Awning*	
Canopy*	
Billboards	

*Application for Awning & Canopy that were not permitted under the building permit, shall include framing and attachment of awning/canopy to the building structure. Also, include attachment of sign to the canopy/awning if applicable.

** Sign permit not required, but a Zoning Certificate is required through the Community Development Department (507-328-2950).

APPLICATION REQUIREMENTS

Following are the requirements for applying for and obtaining a sign permit through Community Development. You may use the following items as a checklist while making an application.

On-line live permit entry is now available on Citizen Access, and is the preferred method.

<https://aca.rochestermn.gov/CitizenAccess>

Current sign installer’s license for the City of Rochester issued by the Office of Clerk (507-328-2900).

Applications for sign permits will not be accepted without an active license (Rochester Ordinance RCOChapter 5-8-1, 2.)

Must be renewed annually. Contact the City Clerk’s office separately for license application and process:

<https://www.rochestermn.gov/departments/city-clerk/licenses-and-permits>

Completed sign permit application

Please ensure all fields are completed, including but not limited to the following:

- Sign Installer’s license number
- Type of sign. (Wall signs may be checked for Projecting/Blade signs).
- Enter your client’s contact information (does not need to be the property owner)
- Square footages of existing and new signs. Write in “None” if there were no existing signs, or indicate if a sign is being replaced
- All relevant lighting details. The electrical fixtures must be approved by a nationally recognized testing laboratory. A separate electrical permit must be submitted which includes sign work in its description of work section. *Work requiring lighting cannot be issued without a related electrical permit*
- Multiples of similar types of signs may be put on the same application form. For instance, all wall signs at the same address may be applied for on a single permit application form

- Applicant signature for different types of signs
- Additional information may be required at the time of sign review if necessary/as applicable

Sign Construction Drawings

In general, construction drawings must indicate all relevant details of the sign structure. See this list of details below (including but not limited to) for different types of signs:

Wall Signs

- ◆ Proposed sign location on building, showing size of sign and building
- ◆ Attachment details to wall, including fastener information (type, spacing etc.). All attachments must be designed to resist wind loads in accordance with current state adopted Building codes.
- ◆ Overall height of sign (height to top of sign).

Pylon/Pole signs (information may be indicated graphically)

- ◆ Overall height of sign (height to top of sign)
- ◆ Height and width of sign
- ◆ Size of pole supporting sign, height of pole, number of poles, wall thickness, steel strength.
- ◆ Footing size/diameter; depth.
- ◆ Foundation details such as width and depth for drilled shaft foundation; reinforcing details for a shallow foundation option
- ◆ Site plan indicating proposed location, location of building (setbacks)

Monument Signs (information may be indicated graphically)

- ◆ Overall height of sign (height to top of sign).
- ◆ Height and width of sign
- ◆ Size of pole supporting sign, height of pole, number of poles, wall thickness, steel strength.
- ◆ Footing size/diameter; depth.
- ◆ Site plan indicating proposed location, location of building (setbacks)

Projection/Blade signs (information may be indicated graphically)

- ◆ Overall height of sign (height to top of sign)
- ◆ Attachment of sign to walls, including connection details.
- ◆ Site plan indicating proposed location, location of building (setbacks)

Drive-thru Canopy

- ◆ Height of column/pole, canopy framing
- ◆ Roof framing must be designed for snow loads and if applicable, snow drifts. Roof beams must be connected to top of column with moment connections adequate to resist wind uplift and snow loads
- ◆ Columns must be designed as cantilevers to resist lateral load as well as snow load on the canopy roof
- ◆ Foundation must resist all the applied loads and eccentricities