



8301 Valley Creek Road • Woodbury, MN 55125-3330 • www.woodburymn.gov
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Commercial Wall and Freestanding Sign Permit Application

1. BUILDING SITE ADDRESS _____ SUITE # _____
2. TENANT BUSINESS NAME _____
3. CLIENT EMAIL _____
4. CONTRACTOR/APPLICANT _____ PHONE _____
EMAIL _____
5. ADDRESS _____ CITY _____ STATE _____ ZIP _____
6. DESCRIBE WORK APPLIED FOR _____

*Prior to submittal please refer to Woodbury City Code [Section 18.5 Signs](#)

Please include the following items with a completed application: (DO NOT USE “SEE ATTACHED” OR SIMILAR)

Wall Signs:

1. Elevations of the building to which the sign(s) will be attached including dimensions. For individually leased tenant spaces, the wall size is determined by the height and width of the leased space.
2. Illustrations of the sign(s) including dimensions. Provide cross-sections including mounting and depth.

Wall Size: (North) Width _____ Height _____ Sq. Ft. _____

(South) Width _____ Height _____ Sq. Ft. _____

(East) Width _____ Height _____ Sq. Ft. _____

(West) Width _____ Height _____ Sq. Ft. _____

Sign Size: (North) Width _____ Height _____ Sq. Ft. _____ (% of wall) _____

(South) Width _____ Height _____ Sq. Ft. _____ (% of wall) _____

(East) Width _____ Height _____ Sq. Ft. _____ (% of wall) _____

(West) Width _____ Height _____ Sq. Ft. _____ (% of wall) _____

Freestanding Signs

1. Illustrations of the sign(s) with the dimensions of the sign and footing detail.
 - Footings shall be a minimum of 42 inches in depth unless otherwise approved by the Building Official.
2. A site plan illustrating the location and setbacks of the sign(s) from property lines.

Sign Size: Width _____ Height _____ Sq. Ft. _____

Sign Height to top of sign _____ Setback from property line(s) _____

Note: Structural Engineering is required for freestanding signs exceeding 10’ feet in height.

APPLICANT SIGNATURE _____ DATE _____

APPLICANT NAME _____

(Required - Please Print)

* **Incomplete applications will not be reviewed.** Issuance of a permit and inspections conducted do not constitute a guarantee or warranty from the City. The applicant hereby agrees to do all work in accordance with the ordinances of the City of Woodbury, State Building Code, and the requirements of the Building Department.