MNSPECT LLC
HELPING YOU COMPLY WITH THE CODE

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SIGNS

- Most municipalities have zoning standards regarding signs and require approval by the zoning administrator or municipal governing body. **Zoning** approval for a sign only authorizes the sign design and/or planned placement – it does not substitute for a building permit.
- A building permit is required if a sign is to be mechanically fastened to a structure or installed on independent supports.
- Along with the completed Building Permit Application, submit:
  - Two copies of plans showing the proposed design, including:
    - □ Attachment detail
    - □ Elevation drawings
    - □ Sign area/size
    - □ Materials
    - □ Post sizing (if applicable)
    - □ Footing details
    - □ Weight, per independent component or section
    - □ Additional information may be required by the plan reviewer
  - Two sets of site plans (or site surveys if required by municipality) illustrating proposed sign location and dimensions, lot lines, setbacks, and all structures on the property.
- **Engineering may be required for any sign; but is always required for:**
  - Signs 7' above grade (if independently supported);
  - Any sign component fastened to a structure, but not attached to the structural frame;
  - Any sign component weighing over 50 lbs. and fastened to a structure.
- All materials and the installation of all materials must comply with the Minnesota State Building Code and the manufacturers' installation specifications for each product.

PERMIT CARD AND APPROVED PLANS (throughout the project) shall be:

POSTED prior to start of work - **VISIBLE** from street or driveway - **ACCESSIBLE** to the inspector

INSPECTION REQUIREMENTS:

- **MUST** schedule during office hours **AT LEAST** one business day prior to required inspection. If a specific date and/or time will be required, more notice may be needed – please plan ahead. A re-inspection fee may be charged for failure to cancel an inspection for which you are not ready, or for failure to pass an inspection.
- Office Hours: Monday - Friday • 8:00 a.m. - 4:30 p.m.
- Phone: (952) 442-7520 or (888) 446-1801

Inspections: See your permit card to determine which of the following inspections are required for your project.

- **Footings:** After forms and reinforcing are in place, but PRIOR TO POURING CONCRETE. Locate survey stakes to allow inspector to verify setbacks.
- **Attachment (may be included with final):** Verify attachment according to approved plans, and that all penetrations have been properly sealed.
- **Final:** After the building has been fully installed. If sign includes electronic elements, the electrical final inspection must be completed before the sign final inspection.

Warning: The inspector may issue an order to remove materials to verify compliance with the MN State Building Code and manufacturer's installation requirements.
If a re-inspection is required, a re-inspection fee will apply. The permit holder (the signing applicant) or the permit holder's representative must meet the inspector at the site to provide access. The re-inspection will not be conducted if the re-inspection fee is not paid.

Note: **For specific code requirements, please contact the Building Inspection Department at 952-442-7520 or 888-446-1801 or e-mail: info@mnspect.com.**

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PROJECT CHECKLIST:

The following is a guideline to assist in compliance with the requirements of the MN State Building Code.

- ☐ Before you build, check required setbacks established by your municipality.
- ☐ BEFORE DIGGING, CALL "GOPHER STATE ONE CALL" AT 811. The person doing the excavation is responsible for verifying that there are no conflicts with utilities, both public and private, prior to digging.
- ☐ Electronic signs require a separate electrical permit.
- ☐ All signs shall be designed to withstand 3-second wind gusts of 115 mph.
- ☐ All reinforcing steel shall have 3" of concrete cover provided.
- ☐ Wood exposed to ground, exposed to weather, located on concrete, or within 6" of grade, shall be a naturally durable wood (redwood, cedars, etc.) or approved treated lumber.
- ☐ All doors, including overhead doors, must be 90 mph wind-rated.
- ☐ Caulk all building penetrations created by sign attachment hardware.

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