

The below information was taken directly from the City's website. This information is provided as a general guide to assist business owners and property owners in understanding the regulations governing temporary signage. For additional information, specific questions, and/or to obtain a temporary sign permit please contact the City of Inver Grove Heights directly at 651-450-2546.

A sign permit is required for the installation of any new temporary or permanent sign or billboard except as noted below. The property owner or contractor must complete a "Building Permit Application" form and submit the following information for the sign permit to be considered. Please contact the City of Inver Grove Heights directly to obtain a permit application and current fee schedule.

- Two (2) copies of a site plan showing all property lines, the dimensions of the front property line, existing structures, the dimensions of said structures, and the location of the proposed sign.
- Two (2) copies of plans or drawings that completely show the proposed sign, its dimensions, construction and illumination (if applicable).
- A list of all existing signs on the property including their location and square footage.
- Wall Signs: Two (2) copies of an elevation, with dimensions, of the wall the sign is to be attached to.
- Freestanding Signs: Setback of proposed sign from property lines and other freestanding signs, and the heights of the principle building.
- Monument and Pylon Signs: Two (2) sets of structural plans (certified by MN licensed professional engineer) for both footing and superstructure. Call Inspections Department for details.

Signs that do not require a sign permit include:

- Construction Signs
- Double Faced Signs
- Internal Signs
- Memorial Signs
- Official Signs
- Real Estate Signs
- Traffic Signs
- Emergency Signs

Additional information as it relates to temporary signage includes:

- Temporary signs are signs not permanently anchored to the ground or permanently affixed to a structure.
- There shall be no more than 2-temporary signs allowed on site at any 1-time.
- Each business may display a temporary sign on site for no more than 60-days in a calendar year. A calendar year is defined as the time period from January 1st - December 31st.
- Temporary signs cannot exceed 18-square feet in size.
- Temporary signs must be setback a total of 10-feet from the property line.

All temporary signs must have Landlord approval. Please contact your Property Manager directly with any questions and/or to obtain prior written approval.