

Sign Permit Application 2025



Staff Contacts

Sign regulation questions – Planning, Planning@edenprairie.org or 952-949-8485

ePermit submittal questions – Lisa Morrill, LMorrill@edenprairie.org or

Riley Lundeen, RLundeen@edenprairie.org, or 952-949-8342

Submittal Instructions

All sign permits go through the City's ePermits portal. Please review the instructions below.

1. Review the City's sign regulations in **City Code Section 11.70**.
2. **(First-time applicers only)** Call the Building Inspections Division at 952-949-8342 to have staff add your contractor information to the ePermits database. Note that a contractor's license is **not** required.
3. **(First-time applicers only)** Create an account with the City's ePermits portal.
4. Fill out this application form.
5. **Apply for a sign permit** on the ePermits portal. Please review the submittal requirements and fee information on this page and click the link at the bottom to apply. This permit applies to commercial, office, industrial, apartment and public uses. Please contact staff if the project site does not fit this description.
6. After applying, an automated email will be sent to you via ProjectDox, the City's electronic plan review software. Follow the instructions and upload this sign application form and the required sign drawings.
7. Staff will review the submitted materials on ProjectDox. When the review is complete, another email will be sent asking you to either revise/resubmit plans or to make an online payment for the permit.
8. If required by Building Inspections, schedule an inspection on the **ePermits portal**.

Applicant Information

Sign Installer: _____ Contact Name: _____

Contact phone: _____ Contact Email: _____

Address: _____ City: _____ State: _____ Zip: _____

Sign Information

Advertiser: _____ Address: _____

Estimated value of work: _____ Are any signs proposed to have dynamic displays? ☐ Yes ☐ No

	Sign Description (e.g. "South Wall" or "Entry Monument Sign")	Sign Area (do not include base)			Check One		Sign height (free-standing only)	Is this re-facing an existing sign?
		Width	Height	Total Area (Sq ft)	Wall Sign	Free-Standing		
1								
2								
3								
4								
5								
		Aggregate Sign Area:			Aggregate Wall Area:			

By checking the box below, I certify the signage will be installed in accordance with the information provided on this form and the proposed signage conforms with City Code and Building Code standards.

☐ I agree with the above statement