



**City of Oak Park Heights**

14168 Oak Park Blvd. N • Oak Park Heights, MN 55082 Phone  
(651) 439-4439 • Fax (651) 439-0574  
www.cityofoakparkheights.com

**Temporary "Special Event" Sign/Banner  
& Temporary Outdoor Sales Tent  
Permit Application**

**PLEASE TYPE OR PRINT**

Applicant's Name: \_\_\_\_\_ Title: \_\_\_\_\_

Business Name: \_\_\_\_\_

Address: \_\_\_\_\_

Street City State Zip  
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Other: \_\_\_\_\_

Applicant Email Address: \_\_\_\_\_

**Type:** *Check All Applicable*

Banner  Sign  Balloon  Tent  Other: \_\_\_\_\_

**Description of Item(s):** Include message content, location, exact dimensions of item(s) and how it/they will be erected (e.g. banner attached to building wall). Please use the back of this application if you need additional room. For tent placement a site plan must be submitted with this application, showing location, number of parking spaces, if any displaced, etc.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date Item(s) Will Be Erected: \_\_\_\_\_ Dated Item(s) Will Be Removed: \_\_\_\_\_

- **50 Days Maximum Per Calendar Year**

By signature below, the applicant hereby agrees to work in accordance with the Ordinances of the Local Municipality, State Building Code, and the requirements enforced by the City of Oak Park Heights. The applicant further agrees to place and remove temporary signage as approved and notify Code Enforcement of any change to design, location or placement duration.

\_\_\_\_\_  
Applicant's Signature Dated: \_\_\_\_\_

**For Office Use Only:**

Date Issued: \_\_\_\_\_  
Duration: \_\_\_\_\_  
Accumulated Duration: \_\_\_\_\_  
Permit Fee:  None

**Julie Hultman, Building Official  
Planning & Code Enforcement**  
Direct: (651) 351-1661  
FAX: (651) 439-0574  
Email: [jhultman@cityofoakparkheights.com](mailto:jhultman@cityofoakparkheights.com)

Permit Granted/Denied by: \_\_\_\_\_

Reason for Denial (if denied): \_\_\_\_\_

**Continued Description (from page 1):**

---

---

---

---

---

---

---

---

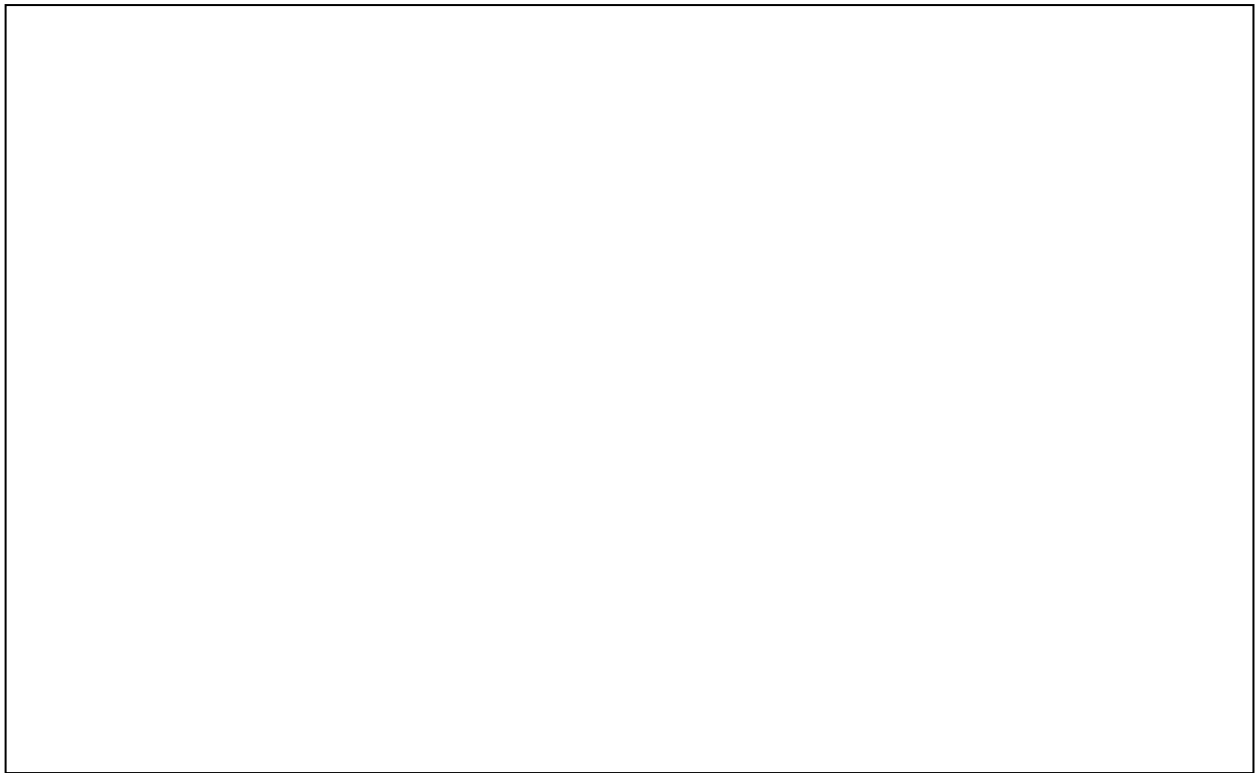
---

---

---

---

**Site Plan:**



**Site Plan – Additional Information:**

---

---

---

---

---

---

---