



The City of Medicine Lake requires a Sign Permit for permanent and temporary signs erected, altered or relocated within the city. A proposed sign with a structure requiring a building permit or electrical permit must obtain those permits in addition to a sign permit.

Fees: Temporary sign: \$50; Permanent sign: \$150

This fee is waived if the permit is requested in conjunction with a stormwater management plan, site plan review, land fill/grading/excavation permit, or other land use application.

EXCEPTIONS TO SIGN PERMIT REQUIREMENTS

- Inside Signs, including signs visible through windows or transparent doors.
- Temporary holiday signs and related decorations.
- Temporary holiday lights that are projecting lights and are only projected on the property or buildings they are located on.
- Signs erected by or as required by a governmental unit.

The following types of signs are allowed without a permit but otherwise subject to City regulations:

- (1) Signs which are associated with public and quasi-public organization functions which are clearly of a temporary nature.
- (2) Signs not exceeding two (2) square feet in copy area and bearing only property numbers, postal box numbers or names of occupants of premises.
- (3) Legal notices, identification, public information or directional signs erected by governmental bodies.
- (4) Temporary special event signs.
- (5) Sandwich board signs.
- (6) Temporary signs painted or mounted to the interior or exterior of the windows.
- (7) Temporary real estate signs.
- (8) Political signs.
- (9) Garage Sale signs.
- (10) Construction signs

APPLICATION SUBMISSION

- Applications should be submitted in electronic form to the following address:
public_works@cityofmedicinelake.com.
- Please mail a check for the fee and security amounts with a copy of the application to City of Medicine Lake, 10609 South Shore Drive, Medicine Lake, MN 55441. The check should be made payable to the City of Medicine Lake and include the permit type and address on the check.
- The City will review the application for completeness and will contact you to verify the permit fee, securities, and other documentation. Following approval and receipt of all required documents and payments, the City will email you the permit.

- If additional fees are required to cover costs incurred by the City, the City Clerk has the right to require additional payment. Such expenses may include (but are not limited to) personnel costs, fees for consultants, legal assistance and other professionals, recording fees, along with other overhead costs. The applicant also acknowledges that it may be required to file, at his or her expense, appropriate resolutions, agreements or other documents evidencing approval of the application. The applicant agrees that the City may withhold the issuance of a building permit until all financial matters are resolved. If need be, the City reserves the right to pass outstanding balances from this application to Hennepin County to be assessed with next year's property taxes for the property involved as indicated on page one of this application and the Property Owner agrees to such an assessment.

For further information see [City of Medicine Lake Zoning Regulations](#), Section 2000 and [Medicine Lake Ordinance 146, Land Use Fees 2025](#)