

## Temporary Sign Permit through Baseline

1. Click the temporary sign permit link and it will bring you to Baseline.
2. Click “Apply for a Permit”
3. Create an account through Baseline, Google, or Microsoft
4. Read and Agree Baseline Terms of Service and Privacy Policy and Click “ I Agree To and Understand the Above”
5. Click “Apply for Permit” again
6. In the “Jurisdiction” drop down select “Isanti”
7. Under “Your Role” select “Owner”
8. Make sure your email is in the “Contact Email” spot
9. Click “Next Step” ‘
10. Enter the property address your special event will be taking place.
11. Once you have the correct property Click “Confirm”
12. Click “Next Step”
13. If the address looks correct Click “Next Step”
14. For the “Property Type” select “Commercial”
15. In the drop down scroll and select “Zoning Permit – Sign”
16. Under the “Project Description” type in “Temporary Sign with a description”
17. Under “Zoning Permit- Sign Info” select “Temporary Sign”
18. Click “Next Step”
19. Fill in all the required fields including “Owner Information, Applicant Information, and Occupant Information”
20. Unselect “This project has a contractor”
21. Once all filled in Click “Next Step”
22. Review the permit
23. Click “Submit Application”

Once you have submitted your application, you will receive an email from Rum River Consultants and a City employee will reach out upon approval.