



Village of Addison

Community Development Department – Building Division
 Telephone (630) 693-7530 – Fax (630) 543-3967
SIGN PERMIT APPLICATION

THIS APPLICATION MAY ONLY BE USED FOR A SINGLE SITE PLEASE PRINT OR TYPE

Project Address: _____ Addison, Illinois 60101

Type of Sign: (indicate all types and quantities proposed)

_____ Awning Sign	_____ Development Sign	_____ Temporary Sign	_____ Free Standing / Monument Sign
_____ Wall Sign	_____ Informational Sign	_____ Directional Sign	_____ Changeable Copy (manual)
_____ Other, describe _____	_____ Shopping Center Sign	_____ Changeable Copy (automatic)	

Comments: _____

CONTRACTORS

Sign Contractor _____ Day Time Phone _____

Business Address _____

Electrical Contractor _____ Day Time Phone _____

Business Address _____

Masonry Contractor _____ Day Time Phone _____

Business Address _____

FOR WALL & AWNING SIGNS ONLY

- 1) indicate the lineal front footage of the building or unit the sign is proposed for. _____ feet.
- 2) indicate the range the proposed sign is setback from the front property line.

_____ less than 100 feet
_____ 100 feet or more but less than 200 feet
_____ 200 feet or more but less than 300 feet
_____ 300 feet or more

STATEMENT OF COMPLIANCE

Having read and understood the applicable codes and ordinances and having the authority to do so, I hereby declare that the preceding information is true and accurate. I also agree to comply with all applicable standards & ordinances, understanding that failure to comply will invalidate all approvals.

Applicant's Signature _____ Applicant's Name (Print) _____ Date _____

Applicant's Address _____ Day Time Telephone _____

I hereby authorize the above listed applicant to work on my behalf in completing the requirements of this permit.

Property Owner's Signature (if not the applicant) _____ Property Owner's Name (Print) _____ Date _____

OFFICE USE ONLY

Date Received _____	Received By _____	Approved By _____	Date Approved _____
Zoning District _____	Date Issued _____	Issued By _____	Permit Number _____
Sign Fee \$ _____	Cash Bond \$ 0.00 _____	Total Amount Due \$ _____	

MANDATORY CONDITIONS

1. No exterior work, within 1,000 feet of a residential area including hotel, shall begin before 7:00 A.M. nor extend past 7:00 P.M. Monday through Saturday or between 8:00 A.M. and 7:00 P.M. on Sundays.
 2. JULIE (800 892-0123) must identify the location of all underground utility lines, before any excavation begins.
 3. All open excavations must be properly secured and identified, when left unattended.
 4. No work other than what has been authorized on the approved plans is allowed under the approval of this permit. All changes must be approved in writing before they are made.
 5. Inspections must be scheduled and approved before proceeding beyond the various phases of construction. The approved plans must be available on site for each inspection. All areas of concern must be made safe and accessible for the inspector at each required inspection.
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GENERAL SUBMISSION REQUIREMENTS

NOTE: Please read these requirements carefully, incomplete submissions cannot be processed nor accepted.

- General (All Signs)
1. Complete the application form, as it applies to your project.
 2. Submit 2 copies of all required support documentation.
 3. For all proposed signs indicate the overall dimensions, the type of materials used, the colors used, the verbiage of each sign and whether or not the sign is illuminated.
 4. Indicate the size type and location of all existing signs.
- Free Standing Signs
1. Provide an accurate site plan or plat of survey indicating the size and location of all free standing signs, the distance from the principle building and from the front and side property lines and the lot width.
 2. If located within three feet of any pavement, include a design for the required curb.
 3. Indicate the overall height of the sign as measured from the grade at the adjacent right-of-way line.
 4. A detailed design of the foundation and base.
- Wall Signs
1. Indicate the method of attachment.
 2. Provide a building elevation, indicating the size and placement location of all signs, doors and windows.
- Awning Signs
1. In addition to the requirements for a wall sign, include the size and design of awning, the materials used and verification that the awning can support the required wind and snow loads.
 2. Indicate the clearance beneath the awning, the projection distance from the face of the building and the distance to the adjacent property line.
- Highway Signs
1. In addition to the requirements for a wall sign, include the area of the wall the sign will be located on.
 2. Provide an accurate site plan or plat of survey, indicating the location of the building, the proposed sign and the location of the adjacent highway right-of-way.
- Temporary Signs
1. Indicate the specific location based on either the application of a wall sign or a freestanding sign.
 2. The proposed dates for the erection and removal of the temporary sign.
 3. The number of temporary signs displayed during the past twelve (12) months.
 4. Indicate the method of attachment or support.
 5. Indicate the materials used for all components.
- Electrical Signs
1. Indicate the method of illumination and power.
 2. Provide the location of the illumination, the required disconnect and the route of the electrical supply.
 3. Indicate the size and type of the conduit, the depth of burial, the conductor size and type, and the size of the circuit.
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