



Sign Permit Application
Community Development Department
803 Joliet Road - Countryside, Illinois 60525

Phone: (708) 354-1860 E-Mail: building@countryside-il.org Fax: (708) 354-9445

PLEASE NOTE: SUBMIT ALL REQUIRED DOCUMENTS TO THE BUILDING DEPARTMENT. INCOMPLETE SUBMITTALS WILL BE SENT BACK TO THE APPLICANT. FIELDS IN RED ARE REQUIRED

Date: \_\_\_\_\_ [ ] Commercial [ ] Industrial [ ] Multi-Family [ ] Condominium Business

Name: \_\_\_\_\_ Property Owner Name: \_\_\_\_\_

Contact #: \_\_\_\_\_ Contact Email: \_\_\_\_\_

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

New Business: YES NO

DESCRIPTION OF SIGN
NOTE - \*\*ONE PERMIT APPLICATION PER SIGN\*\*

Application is hereby made to: \_\_\_ Erect \_\_\_ Alter \_\_\_ Relocate Construction Cost: \$ \_\_\_\_\_
Are any existing signs at the location to remain? \_\_\_ No \_\_\_ Yes Total sq. ft of Signs, including proposed \_\_\_\_\_
Property/Building Information: Lot Width \_\_\_\_\_ feet Linear footage of building: \_\_\_\_\_ feet

Freestanding Signs: (include footing specifications, including size, depth and reinforcement of footings)

Sign Size: width \_\_\_\_\_ feet Height \_\_\_\_\_ feet Total sq.ft \_\_\_\_\_
Height from grade to top of sign \_\_\_\_\_ feet Distance from street right-of-way \_\_\_\_\_ feet
Setback from nearest property line \_\_\_\_\_ feet Open Space between baseline of sign and ground \_\_\_\_\_ feet
Illumination: [ ] None [ ] Internal [ ] External

Monument Signs: (include footing specifications, including size, depth and reinforcement of footings)

Sign Size: width \_\_\_\_\_ feet Height \_\_\_\_\_ feet Total sq.ft \_\_\_\_\_
Height from grade to top of sign \_\_\_\_\_ feet Distance from street right-of-way \_\_\_\_\_ feet
Setback from nearest property line \_\_\_\_\_ feet
Illumination: [ ] None [ ] Internal [ ] External

Wall Signs:

Sign Size: width \_\_\_\_\_ Height \_\_\_\_\_ feet Total sq. ft \_\_\_\_\_ Projection from the wall \_\_\_\_\_ In.
Building Elevation [ ] Front [ ] Rear [ ] Side Illumination: [ ] None [ ] Internal [ ] External

Additional Information:

INTERNAL USE ONLY:

Permit # \_\_\_\_\_ Other Cost \_\_\_\_\_ Engineering Cost \_\_\_\_\_ Permit Cost: \_\_\_\_\_
Bond Amt / number \_\_\_\_\_ Other Cost: \_\_\_\_\_ Total Amount \$ \_\_\_\_\_

RECEIPT HEREBY ACKNOWLEDGED AND PERMIT HEREBY AUTHORIZED

Building/Electrical Approved By \_\_\_\_\_ Date: \_\_\_\_\_

Zoning Approved By \_\_\_\_\_ Date: \_\_\_\_\_

[ ] Engineering Approval Required

Variance: No/ Yes Ordinance# \_\_\_\_\_ Special Use: No/Yes Ordinance# \_\_\_\_\_

## Contractor Information

LIC. #	\$100	BOND	INS	CONTRACTOR	BUSINESS NAME ADDRESS / CITY / ZIP	PHONE
(OFFICE USE ONLY↓)						
<b>CONTRACTORS THAT REQUIRE LICENSE FEE – BOND – INSURANCE</b>						
				ASPHALT / CONCRETE		
				EXCAVATOR		
				SIGN CONTRACTOR		
(OFFICE USE ONLY↓)						
<b>ELECTRICIANS TESTED AND LICENSED BY AN ILLINOIS MUNICIPALITY</b>						
				ELECTRICIAN		

**The following items must be submitted with this application:**

- One (1) color copy of the sign plan, including all dimensions and the square footage of the sign
- One (1) color rendering of the sign as it is proposed on the building or on the property
- An Aerial photograph, current survey, or site plan with the sign location marked
- A copy of written consent from the owner of the building or land of which the sign is to be erected
- Complete listing of existing signs attached including type and size area

**Statement of the Applicant:**

In consideration of the issuance of the permit herein applied for, I agree that the erection, alteration or relocation of said sign and in the use of said sign; I will conform to the regulations set forth in the City of Countryside Zoning Ordinance and City of Countryside Building Ordinance. I also agree that all work performed under said permit will be in accordance with the description which accompanies this application. I hereby certify that I have the legal authority to make this application, and all information provided in this application and any other information provided by me in support of this application, is true, complete and accurate to the best of my knowledge. I have read, do understand, and shall comply with all applicable terms and conditions required for this application. I also understand that I am responsible for all plan review and engineering fees.

**Applicant Signature:** \_\_\_\_\_ **Date** \_\_\_\_\_

**Printed Name:** \_\_\_\_\_ **Company Represented:** \_\_\_\_\_

**Phone:** \_\_\_\_\_  **Fax:** \_\_\_\_\_  **E-mail:** \_\_\_\_\_