


847-931-5920 Elgin311@cityofelgin.org www.cityofelgin.org/business 150 Dexter Court, Elgin, IL, 60120 

SIGN PERMIT APPLICATION

If you are installing, removing and replacing, or resurfacing your existing sign, complete this permit application. This application should be completed before work begins on your sign. For helpful hints and tips visit the website www.cityofelgin.org/business.

WHAT YOU SHOULD KNOW

Only complete the portions of this application that apply to you. No work can begin until you obtain a permit.

- ▶ All signs are subject to the zoning approval.
- ▶ All signs require an elevation drawing which should show an image of the wall with the graphic, and one without the graphic. This drawing must be to scale and include dimensions.
- ▶ Monument signs require a site plan.
- ▶ Murals that are affixed to the wall of a structure rather than applied directly to the structure require stamped architectural drawings of how the mural will be affixed to the wall.
- ▶ Window graphics are deducted from the allowable wall graphic area. To check your allowable wall graphic area, submit a Zoning Inquiry form.
- ▶ All signs completing this application must be made of permanent non-flexible material, not temporary materials such as a banner.
- ▶ For a temporary sign, please complete the temporary sign permit application.
- ▶ Submittal of an application does not guarantee approval.
- ▶ Additional documentation and fees may be required.
- ▶ After your completed application is submitted, you will be contacted by city staff to discuss further.
- ▶ If you have questions or need help completing this application, visit the website www.cityofelgin.org/permits or call 311.

APPLICANT INFORMATION

This will be our city staff's contact person during the application process. This is where all correspondence will be sent during this permit process.

IS YOUR SIGN'S LOCATION IN THE HISTORIC DISTRICT? Yes No

If so, you will also need to submit a Certificate of Appropriateness for review by staff, which can be found online at cityofelgin.org/business.

APPLICANT'S FULL NAME

APPLICANT'S ADDRESS

APPLICANT'S PHONE NUMBER

APPLICANT'S EMAIL ADDRESS

APPLICANT IS THE FOLLOWING:

Property owner

Design professional

Business owner

Relocation

Contractor

PROPOSED SIGN INFORMATION

SIGN LOCATION ADDRESS

BUSINESS ADDRESS CITY, STATE, ZIP

IS THIS A NEW SIGN? Yes No

IS THIS A RENOVATION/REFACE? Yes No

FOR A MONUMENT SIGN COMPLETE THE FOLLOWING

A monument sign is a sign that is free standing and is not attached to a building.

Number of monuments signs proposed: _____

Will they be illuminated? _____ If so, complete the appropriate sections below.

Have you submitted your site plan? It must include all buildings and structures, parking lots and driveways, approaches, and landscaping. The site plan should be drawn to scale and include dimensions.

Monument signs 20 square feet or larger, which are constructed primarily of masonry and/or concrete are required to submit construction drawings (including foundation) for review and approval.

Monument signs 40 square feet or larger, which are constructed of materials other than masonry and/or concrete, are required to submit construction drawings for review and approval.

FOR A WALL-MOUNTED SIGN COMPLETE THE FOLLOWING

Number of signs proposed: _____

Will they be illuminated? _____ If so, complete the appropriate sections below.

If the sign is projecting off of the wall, comprised of channel letters, or is box style, what is the projection from the wall? (must be less than 12")? _____

If the sign is flat mounted to the wall, what is the material of the sign? _____

Wall-mounted signs require a building elevation drawing showing an image of the wall with the graphic as well as one without the graphic, including dimensions. You should submit this with your permit application.

Type of sign

Flat panel

Channel letters

Box style

Projecting

Sign location on the property

Roof

Canopy

Wall

Window

Awning

Projecting

FOR A MURAL COMPLETE THE FOLLOWING

Number of murals proposed: _____

Will they be illuminated? _____ If so, complete the appropriate sections below.

If the mural is projecting off of the wall, what is the projection from the wall (must be less than 12")? _____

What material(s) is the mural comprised of? _____

How is the mural mounted to the wall? _____

Have you submitted your building elevation drawing showing an image of the wall with the graphic as well as one without the graphic, including dimensions? _____

Sign location on the property

Roof

Canopy

Wall

Window

Awning

Projecting

Use this space to provide us with any additional information.

PERMIT FEES

Menu board \$140

Illuminated \$160 per sign, maximum fee of \$320

non-illuminated \$100 per sign, maximum fee of \$200

Reface on existing sign (no change in size, shape, or location) \$100

SIGN ILLUMINATION

If your sign will not be illuminated, you may skip this portion.

IS THIS NEW ILLUMINATION OR EXISTING?

New

Existing

SELECT THE TYPE OF ILLUMINATION

Backlit

Electronic changeable copy

Uplighting

Manual changeable copy

Downlighting

SIGN CONTRACTOR INFORMATION

If you will not be using a sign contractor for any portion of your project, you may skip this portion.

SIGN CONTRACTOR NAME

SIGN CONTRACTOR'S MAILING ADDRESS

SIGN CONTRACTOR'S PHONE NUMBER

SIGN CONTRACTOR'S EMAIL ADDRESS

ELECTRICAL CONTRACTOR INFORMATION

If your sign will not be illuminated, you may skip this portion. A copy of the electrical contractor's current registration from any city in the State of Illinois that gives a written examination based on the National Electrical Code must be on file with the city of Elgin. A copy of the spec sheet for your sign illumination must be included in your application.

ELECTRICAL CONTRACTOR NAME

ELECTRICAL CONTRACTOR'S MAILING ADDRESS

ELECTRICAL CONTRACTOR'S PHONE NUMBER

ELECTRICAL CONTRACTOR'S EMAIL

APPLICANT SIGNATURE

DATE

City staff will contact you after receiving your completed application and advise you on the next steps.