



847-931-5920 Elgin311@cityofelgin.org [www.cityofelgin.org/business](http://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](http://www.cityofelgin.org/business).*

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## WHAT YOU SHOULD KNOW

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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.
- ▶ Applications for a wall sign 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 plat of survey and 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](http://www.cityofelgin.org/permits) or call 311.

## OFFICE USE ONLY

PROJECT ADDRESS

DATE

PERMIT NUMBER

INFO NEEDED

## 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 LOCATED IN AN HISTORIC DISTRICT OR ASSOCIATED WITH A LANDMARK?  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](http://cityofelgin.org/business)*

APPLICANT'S FULL NAME

APPLICANT'S ADDRESS

APPLICANT'S PHONE NUMBER

APPLICANT'S EMAIL ADDRESS

APPLICANT IS THE FOLLOWING:

- Property owner
- Business owner
- Contractor
- Design professional

## 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

TOTAL COST \$ \_\_\_\_\_

*Any application for a renovation/reface sign must include a detailed description of the existing sign including but not limited to the sign type, location and dimensions. Pictures are preferred. A sign reface must truly replace the face of the existing sign within the confines of the existing frame or cabinet. Existing sign frames or cabinets may not simply be wrapped or covered over with a new sign.*

## FOR A MONUMENT SIGN ALSO COMPLETE THE FOLLOWING

A monument sign is a sign that is free standing and not attached to a building. Monument signs also include directional signs, drive-through facility signs (ie: menu boards), and subdivision entrance monuments. The base of any monument sign is included within the overall allowable size of the monument sign, and the base must be masonry.

Number of monuments signs proposed: \_\_\_\_\_

Will they be illuminated? \_\_\_\_\_ If so, complete the sign illumination section below.

Have you submitted your site plan? It must include the location of the proposed sign, as well as all buildings and structures, parking lots and driveways, approaches, landscaping and other monument signs, if any. The site plan should be drawn to scale and include dimensions

Does the monument sign include changeable copy? \_\_\_\_\_ If so, is the changeable copy electronic or manual? \_\_\_\_\_

See the Quick Guide for Signs with Electronic Changeable Copy.

- ▶ Monument signs 20 square feet or larger, must include construction drawings stamped or sealed by an Illinois licensed architect or structural engineer (including foundation) for review and approval.
- ▶ Drawings must include all dimensions and elevations of existing and proposed signs as well as proposed graphics.
- ▶ Monument signs require landscape plan showing and dimensioning a landscaped area located around the base of the monument sign equal to 2.5 square feet for each square foot of ground graphic area. The landscape plan shall list the living landscape material consisting of shrubs, perennial ground cover plants, or a combination of both, placed throughout the required landscape area having a spacing of not greater than three feet (3') on center. Where appropriate, the planting of required deciduous or evergreen trees, installed in a manner that frames or accents the ground graphics structure is encouraged.

## FOR A WALL-MOUNTED SIGN ALSO COMPLETE THE FOLLOWING

Number of signs proposed: \_\_\_\_\_

Will they be illuminated? \_\_\_\_\_ If so, complete the sign illumination section below.

If the sign consists 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? \_\_\_\_\_

Type of sign

Flat panel

Box style

Channel letters

Projecting

*(90 degrees to the wall)*

Sign location on the property

Roof

Wall

Awning

Canopy

Window

Projecting

- ▶ Wall-mounted signs require a building elevation drawing showing an image of the wall with the graphic as well as one without the graphic. Each building elevation drawing must be dimensioned and identify the associated business/tenant space and which side of the building the elevation represents (e.g. north, south, east, or west). These drawings must include the dimensions of the sign as well as the distance of the sign from the edges of the building, significant architectural features, and the ground.
- ▶ Wall signs cannot cover or interrupt major architectural features, such as doors, exits, and windows. Requests for signs on an awnings are limited to one sign on the vertical marquee of the awning and cannot exceed 25% of the awning. Applications for awning signs must include the size of the awning.

**FOR A MURAL ALSO COMPLETE THE FOLLOWING**

Number of murals proposed: \_\_\_\_\_

If the mural is projecting off of the wall, what is the projection from the wall (must be less than 6")? \_\_\_\_\_

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 mural as well as one without the mural, including dimensions? \_\_\_\_\_

Sign location on the property

Roof

Wall

Awning

Canopy

Window

Projecting

- ▶ *Murals may not be illuminated.*
- ▶ *Murals shall contain less than 3% text.*
- ▶ *Murals shall not cover or interrupt major architectural features, such as doors, exits, and windows.*
- ▶ *A notarized letter of permission from the building owner listing the address, description of the work, and date must be submitted.*
- ▶ *Murals installed using any other method must submit drawings stamped and sealed by a licensed architect. Murals installed using a French cleat method do not need to submit drawings stamped and sealed by a licensed architect, but a detailed explanation of the installation must be provided.*

**FOR A FLAG ALSO COMPLETE THE FOLLOWING**

Number of flags proposed: \_\_\_\_\_

Height of each pole: \_\_\_\_\_

Dimensions of the flag assigned to each pole: \_\_\_\_\_

Have you provided a drawing describing how the flag pole will be set in the ground, including depth and associated materials? \_\_\_\_\_

**ADDITIONAL INFORMATION FOR ALL SIGNS**

Use this space to provide us with any additional information.

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## SIGN ILLUMINATION

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*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

Internal

Uplighting

Downlighting

Manual changeable copy

Electronic changeable copy

*The dimensions of the changeable copy must be included  
within the required drawings*

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## SIGN CONTRACTOR INFORMATION

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*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

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## ELECTRICAL CONTRACTOR INFORMATION

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*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, as well as a notarized letter of intent. 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

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## APPLICANT SIGNATURE

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### PERMIT FEES

Menu board \$160

Illuminated \$180 per sign, maximum fee of \$360

Non-illuminated \$115 per sign/mural, maximum fee of \$220

Reface on existing sign (no change in size, shape, or location) \$115

\_\_\_\_\_  
APPLICANT SIGNATURE

\_\_\_\_\_  
DATE

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