VILLAGE OF BOLINGBROOK
PUBLIC SERVICES & DEVELOPMENT DEPARTMENT
APPLICATION FOR SIGN PERMIT

DATE / / / APPLICANT

APPLICANT'S ADDRESS

CITY ST ZIP PHONE

NAME OF BUSINESS

SIGN LOCATION ADDRESS

SIGN TEXT

SIGN TYPE: Permanent ___ Temporary ___ Portable ___ Display Dates ____________________________

SIGN FUNCTION:
Advertising (Billboard) ___ Business ___ Identification ___
Tenant Identification ___ Development ___ Message Board ___
Grand Opening ___ Construction ___ Real Estate ___

STRUCTURAL TYPE OF SIGN:
Ground Mounted ___ Wall _____ Canopy _____ Awning _____ Temporary/Portable _____

SIGN DATA:
Frame Dimensions Number of Visible Faces Area of Each Face ____________________________
Distance to Bottom of Sign Distance to Top of Sign Sign Weight

IS THE SIGN ILLUMINATED? Yes ___ No ___ CONSTRUCTION DATE: ____________________

ELECTRICAL CONTRACTOR:
Name ___________________________________________________________
Address ___________________________________________________________
Phone ___________________________________________________________

SIGN CONTRACTOR:
Name ___________________________________________________________
Address ___________________________________________________________
Phone ___________________________________________________________
Fax

WHO REQUESTED THE SIGN? Property Owner _____ Tenant _____

APPLICANT’S SIGNATURE

Print Name

SEE REVERSE SIDE FOR SUBMITTAL REQUIREMENTS

STAFF USE ONLY:
CONDITIONS OF APPROVAL

Approvals: Zoning Fees: Sign
Building Building

Permit Date Permit No. Total

PERMIT IS VOID ONE (1) YEAR FROM DATE OF ISSUANCE

10.01.13
SUBMITTAL REQUIREMENTS

Every application for a sign shall be accompanied by the following information as needed:

✓ Two sets of plans and specifications showing the method of construction, illumination if any, and support of the sign.

✓ Specifications for materials and supports.

✓ Electrical specifications and complete wiring diagram.

✓ Calculations showing the sign is designed for deadload and wind pressure in any direction in the amount required by the Bolingbrook Building Code.

✓ An accurate plan showing the location and setback of the sign(s) on the lot, or a drawing indicating the location of the sign(s) on any building or structure, if applicable.

✓ A sketch, drawn to scale, showing sign faces, exposed surface areas and the proposed message and design, accurately represented as to size, area, proportion and color.

✓ The written consent of the owner(s) or agent of the building, structure, or land on which the sign is erected.

✓ A copy of a State of Illinois Permit, if required.

✓ A valid Bolingbrook Sign Contractor’s Permit. Please see Sign Contractor Application for requirements.

Planning & Zoning Division
Public Services & Development Department
630-226-8460
Fax: 630-226-8469