



APPLICATION FOR SIGN INSTALLATION PERMIT

City of Edwardsville
Dept. of Public Works
Planning & Zoning Division
200 East Park Street
Edwardsville, IL 62025

Sign Application No. _____

Date Submitted: _____

Date Approved: _____

- Permit Issued
- Permit Denied

Reason: _____

FEE: \$10.00 (per Sign)

Fee Paid _____ Date: _____

Electrical Permit Required: _____

Electrical Permit Number: _____

- ◆ **No sign may be erected without an approved sign permit. Penalties will result if a sign is erected without an approved permit.**
- ◆ **This application must be filled out in its entirety including all signatures and proposed sign diagrams before submittal. Incomplete applications will be returned to the applicant for completion.**

Instructions to the applicant:

A sketch of the proposed sign(s) showing dimensions and area is required for all sign permits. For all wall signs, a sketch of the frontage(s) on which the proposed sign(s) will be placed is required, depicting the location of the sign on the building. For all proposed or modified freestanding signs, a site plan showing the location of the proposed sign(s) in relation to the buildings and lot lines is also required. Applicants are encouraged to visit the Public Works office for any assistance needed in filling out the form.

For Electrified Signs:

In addition to approval of the sign permit by Planning & Zoning, an electrical permit is required and must be approved by the Electrical Inspector for electrified signs. Please note the following stipulations regarding electrified signs:

- Electrified signs shall be listed and labeled as required by NEC (National Electric Code) article 110-3, Field-installed skeleton tubing systems need not be listed, but must be installed per NEC article 600.
- **All signs** and field-installed skeleton tubing systems shall be provided with disconnecting means per NEC article 600.
- Feeders and branch circuits supplying signs and field-installed skeleton tubing systems shall meet the applicable article of the NEC and local ordinances.
- **Call for required electrical inspection at the time of installation.**

1) Applicant's Name: _____ Phone: _____
 Email Address _____
 Address: _____
 City: _____ State: _____ Zip Code: _____

2) Property Interest of Applicant:
 Owner Contract Purchaser Lessee Other _____

- 3) Name of Property Owner(s) if other than Applicant:
 Name: _____ Phone: _____
 Email Address _____
 Address: _____
 City: _____ State: _____ Zip Code: _____
- 4) Location of Property:
 Address: _____
 Parcel I.D. Number: _____ Zoning: _____
- 5) Frontage: Width of building front tenant space (when applicable): _____ Ft. (Required)
- 6) Sign Installer:
 Name: _____ Phone: _____
 Address _____
 City: _____ State: _____ Zip Code: _____
- 7) Cost of sign: _____

- 8) Proposed sign is:
 New Sign Addition to Existing Signage* Replacement of Existing Sign

Type of Sign (check one in each column)

- | | |
|--|---|
| <input type="checkbox"/> Free Standing | <input type="checkbox"/> Business |
| <input type="checkbox"/> Projecting | <input type="checkbox"/> Real Estate |
| <input type="checkbox"/> Wall (height of placement _____) | <input type="checkbox"/> Identification |
| <input type="checkbox"/> Dynamic Display (variance required) | <input type="checkbox"/> Subdivision |
| <input type="checkbox"/> Other _____ | <input type="checkbox"/> Construction |

Expected Date of Installation: _____

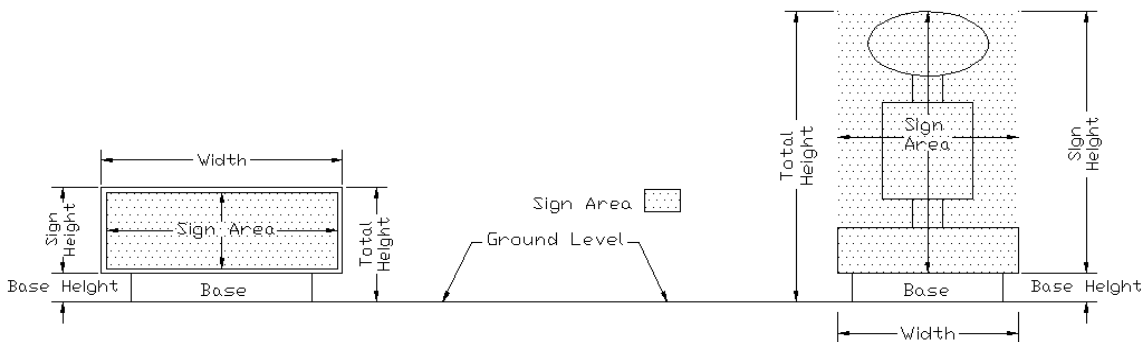
***Addition to existing Signage requires the following information:**

Total Existing Signage: _____ TOTAL Sq. Ft.
 Size of Existing Freestanding Sign:
 Sign Height ____ Ft. Width ____ Ft. Total Sign Area [Sign Height x Width] = ____ Sq. Ft.
 Base Height ____ Ft. TOTAL Height (sign height + base height) = ____ Ft.

- 9) Size of Proposed New Sign: (see example below)
 Sign Height _____ Ft. Width _____ Ft. Base Height _____ Ft. (if applicable)
 Total Sign Area [Sign Height x Width] = _____ Sq. Ft.
 Does sign include changeable copy? yes no

A copy of sign and all pertinent plans, sketches or drawings including their dimensions is required – please attach.

Size of sign is determined as follows:



- 10) Illumination of Sign: Non-Illuminated Flood Lights
 Back-Lighted Neon (Variance Required)
- 11) Hours of illumination (if applicable): From _____ (a.m./p.m.) to _____ (a.m./p.m.)
- 12) Will any of the lighting on the sign be moving or blinking? yes no
- 13) Will sign contain animated or dynamic display? yes no
 Applicable area of animation or dynamic display _____ ft. x _____ ft. Include specifications of display with application.
- 14) For all proposed **freestanding** signs a site plan is required. Please see page 4 for site plan requirements. For **wall signs**, a sketch of the frontage(s) on which the proposed sign(s) will be placed is required, depicting the location of the sign on the building. **Window signage** requires a sketch with dimensions of all windows and the proposed signage.
- 15) I certify that all of the above statements and those contained in any papers or plans submitted herewith are true and accurate. I also understand that changes in plans or specifications shall not be made without written approval of this office. Failure to comply with these regulations shall constitute a violation of the sign regulations. Signs erected without a permit are illegal and will be prosecuted.

Applicant:
 Signature: _____ Date _____
 Printed Name _____

Business Owner:
 Signature: _____ Date _____
 Printed Name _____

Property Owner:
 Signature: _____ Date _____
 Printed Name _____

CERTIFICATE OF COMPLIANCE

The plans and specifications submitted with this application are in conformity with the sign regulations applicable to the subject property. Changes in plans or specifications shall not be made without written approval of this office. Failure to comply with the above shall constitute a violation of the sign regulations. Signs erected without a permit are illegal and will be prosecuted.

Permit issued this _____ day of _____, 20 _____

Zoning Administrator _____

Electrical Inspector (if applicable): _____ Date: _____

SITE PLAN
(Required for all proposed freestanding signs)

A site plan must be attached or drawn below at a scale large enough for clarity showing the following information:

Location and dimensions of:

- Lot (indicate if corner lot)
- All Buildings
- Driveways and Off-Street Parking Spaces
- Easements
- Underground & Overhead Utilities
- Location of Proposed Freestanding Sign (indicate distance to front and side property lines)

Note: The Zoning Administrator may require additional information as necessary for permit approval.