



**Sign Permit Application**  
 Village of Mount Prospect  
 Community Development Department  
 50 S Emerson, Mount Prospect, IL 60056  
[building@mountprospect.org](mailto:building@mountprospect.org) 847.870.5675

(Office Use Only)

Permit #: \_\_\_\_\_

Issue Date: \_\_\_\_\_

**General Information**

Address of Sign \_\_\_\_\_ Property Index Number (PIN) \_\_\_\_\_

Business/Tenant Name \_\_\_\_\_ Email & Phone Number \_\_\_\_\_

Permit Applicant (primary contact regarding review & permit cost) \_\_\_\_\_ Email & Phone Number \_\_\_\_\_

Property Owner Name & Address \_\_\_\_\_ Email & Phone Number \_\_\_\_\_

Sign Contractor Name & Address \_\_\_\_\_ Email & Phone Number \_\_\_\_\_

Electrical Contractor (if Applicable) Name & Address \_\_\_\_\_ Email & Phone Number \_\_\_\_\_

**Sign Information**

**Primary Type of Work:**  Install New Sign(s)  Replacement Panel  Other: \_\_\_\_\_

**Secondary Type of Work:**  Electrical Work  Structural Work  Footings/Foundation

**Duration of Sign(s):**  Permanent  Temporary, Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

**Type of Sign (check all that apply and indicate the number proposed):**

<input type="checkbox"/> Freestanding/Ground ____	<input type="checkbox"/> Wall ____	<input type="checkbox"/> Projecting ____	<input type="checkbox"/> Mansard ____	<input type="checkbox"/> Canopy ____	<input type="checkbox"/> Awning ____
<input type="checkbox"/> Directional ____	<input type="checkbox"/> Directory ____	<input type="checkbox"/> Menu Board ____	<input type="checkbox"/> Other _____		

**Sign Dimensions (provide dimensions for the sign(s) indicated above):**

Type of Sign							
Width (ft. and/or in.)							
Height (ft. and/or in.)							
Area (square feet)							
Overall Height from grade (feet)							

**Application Authorization-** The undersigned certifies that the statements in this application are true & correct. All work completed under this permit will conform to The Village of Mount Prospect Sign Ordinance / Building Code / Electrical Code.

\_\_\_\_\_  
 Date \_\_\_\_\_  
 Property Owner Signature \_\_\_\_\_ Printed name of Property Owner \_\_\_\_\_

\_\_\_\_\_  
 Date \_\_\_\_\_  
 Permit Applicant Signature \_\_\_\_\_ Printed name of Permit Applicant \_\_\_\_\_

\_\_\_\_\_  
 Date \_\_\_\_\_  
 Business/Tenant Signature \_\_\_\_\_ Printed name of Tenant \_\_\_\_\_

**Conditions of Approval or Comments (Office Use Only):**

\_\_\_\_\_

**SIGN PERMIT SUBMISSION REQUIREMENTS**  
**(Incomplete applications will not be accepted by the Building Division)**

**SIGN PERMIT FEES: \$25 REVIEW FEE PER SIGN, PLUS PERMIT FEES.**  
**SUBMIT 3 COPIES OF DRAWINGS, INCLUDING 1 SIGN ELEVATION COPY IN COLOR.**

**REPLACEMENT PANEL ONLY:**

- Sign elevation of each face of the proposed sign(s) showing all dimensions and color of the sign including supports, height above grade, lettering, graphics, borders, and backgrounds.
- For any illuminated sign, show location of outside disconnect switch.

**FREESTANDING/GROUND SIGNS:**

- Plat of Survey and scaled site plan showing landscaping (min. 2 square feet per 1 square foot of sign face required) and the exact location of the sign(s) on the lot in relation to property lines, buildings, driveways, and other signs on the lot.
- Sign elevation of each face of the proposed sign(s) showing all dimensions and height above grade. Indicate color of the sign including supports, lettering, graphics, borders, and backgrounds. Single pole signs shall have a pole skirt at least ½ of the width of the sign.
- Construction plans and specifications for attachment to the ground.
- When new electrical service is required, electrical wiring diagram and location of outside disconnect switch. All signs are required to have a U.L. or similar listing.

**ALL OTHER SIGNS:**

- Scaled drawing or digital photo of the elevation of the building to which the sign will be attached showing the following:
  - a) all windows, doors, canopies, roof lines and other architectural elements of the building face, indicating building materials.
  - b) dimensions of the gross surface area of the wall, canopy, or awning which the sign will be mounted.
  - c) location and overall dimensions of the sign including height above grade and projection from the mounting surface.
- Sign elevation of each face of the proposed sign showing all dimensions and height above grade. Indicate color of the sign including supports, lettering, graphics, borders, and backgrounds.
- Construction plans and specifications for attachment to the building surface.
- When electrical service is required, electrical wiring diagram and location of outside disconnect switch. All signs are required to have a U.L. or similar listing.

Please note that the sign regulations can be found in Chapter 7 of the Village Code and can be accessed on line at [www.mountprospect.org](http://www.mountprospect.org). If you have any questions about the submission requirements for your signage, please contact the Community Development Department at 847-818-5328.