



**(DO NOT FILL IN SHADED AREA)**

Permit Number \_\_\_\_\_ Date Issued \_\_\_\_\_

*(Please Print or Type)*

Property Address: \_\_\_\_\_

Business/Tenant: \_\_\_\_\_

Property Index No.( PIN): \_\_\_\_\_

Applicant Name: \_\_\_\_\_

Applicant Address: \_\_\_\_\_

Applicant City and Zip Code: \_\_\_\_\_

Applicant Email & Phone: \_\_\_\_\_

Sign Installer: \_\_\_\_\_

Sign Installer Address: \_\_\_\_\_

Sign Installer City and Zip Code: \_\_\_\_\_

Electrical Contractor (E.C.): \_\_\_\_\_

E.C. Address: \_\_\_\_\_

E.C. City and Zip Code: \_\_\_\_\_

E.C. Registration City & No: \_\_\_\_\_

The undersigned certifies that the statements in this application are true and correct and that all work completed under this permit will conform to the requirements of the Village of Mount Prospect, Illinois Sign Ordinance, Building Code and Electrical Code.

Tenant Signature \_\_\_\_\_ Telephone No. \_\_\_\_\_

Sign Installer Signature \_\_\_\_\_

Property Owner Signature \_\_\_\_\_ Telephone No. \_\_\_\_\_

Print Property Owner Name \_\_\_\_\_

**SPECIAL NOTES/COMMENTS:**

Sign Permit Deposit (\$25 per sign) \_\_\_\_\_  
(Note: Each sign requires separate Application & Fee)  
TOTAL FEES ..... \_\_\_\_\_

Planning

Is this sign a  New  Replacement

**SIGN CLASSIFICATION (Check Only One)**

Freestanding:  Temporary:   
 Wall:  Other (a-h) \_\_\_\_\_:  
 Mansard:  a) Directional b) Directory  
 Projecting:  c) Gasoline Price Sign d) Logo  
 Canopy:  e) Menu Board f) Multifaced  
 Awning:  g) Outdoor Advertising h) Sidewalk

**ILLUMINATED SIGNS**

If new service, electrician must complete & submit a separate permit application.  
 Is New Electrical Service Required? Yes  No   
 Number of Lamps/Neon Tubes: \_\_\_\_\_ Wattage: \_\_\_\_\_  
 No. of Transformers: \_\_\_\_\_ Voltage: \_\_\_\_\_  
 Electrical Circuits: \_\_\_\_\_ Amperage: \_\_\_\_\_

For submission requirements please see reverse side.

**STRUCTURAL CHARACTERISTICS**

(Fill in One Appropriate Column)	Freestanding	Wall	Projecting	Mansard	Canopy	Awning	Temporary/Other

**RECORD MEASUREMENTS IN TENTHS (Feet)  
(Example: 4.2 Feet)**

Height							
Width							
Area (Sq. Ft.)							
Overall Height (from finished grade)							
Clearance	N.A.	N.A.		N.A.			
Projection	N.A.					N.A.	
Area of Building Wall (Sq. Ft.)	N.A.		N.A.				

# Items of Info.							
# Tenant Panels		N.A.	N.A.	N.A.	N.A.	N.A.	
Setback from P/L			N.A.				
Distance to Other Sign		N.A.	N.A.	N.A.	N.A.	N.A.	
Distance to Res. P/L			N.A.				

## SIGN PERMIT SUBMISSION REQUIREMENTS CHECKLIST

**A separate application form must be completed for each sign.  
Incomplete applications will not be accepted by the Building Division.**

### REPLACEMENT PANEL ONLY

- Sign elevation of each face of the proposed sign showing all dimensions and color of the sign including supports, height above grade, lettering, graphics, borders, and backgrounds. **(4 copies, 1 color)**
- For any illuminated sign, show location of outside disconnect switch.

### FREESTANDING SIGNS

- Scaled site plan showing landscaping (min. 2 square feet per 1 square foot of sign face required) and plat of survey of the property showing the exact location of the sign(s) on the lot in relation to buildings, property lines, driveways, and other signs on the lot. **(4 copies)**
- Sign elevation of each face of the proposed sign showing all dimensions and color of the sign including supports, height above grade, lettering, graphics, borders, and backgrounds. All freestanding signs must have a base per Section 7.405 B. of the Village Code **(4 copies, 1 color)**
- 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. **(4 copies)**

### ALL OTHER SIGNS (Wall Sign, Temporary Sign, etc.)

- Scaled site plan and plat of survey of the property showing the exact location of the sign(s) on the lot in relation to buildings, property lines, driveways, and other signs on the lot. **(4 copies)**
- Scaled drawing or digital photo of the elevation of the building to which the sign will be attached showing the following: **(4 copies, 1 color)**
  - a) all windows, doors canopies, awnings 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 dimensions of the sign on the building face including height above grade and projection from the mounting surface.
- Sign elevation of each face of the proposed sign showing all dimensions and color of the sign including supports, height above grade, lettering, graphics, borders, and backgrounds. **(4 copies, 1 color)**
- Construction plans and specifications for attachment to the building surface. **(4 copies).**
- 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. **(4 copies)**

*Please note that the entire Sign Code may be accessed from the Village of Mount Prospect website ([www.mountprospect.org](http://www.mountprospect.org), Village Code, Chapter 7). If you have any questions about the submission requirements for your signage, please contact the Community Development Department at 847-818-5328*