



Sign Permit Application

Community Development Dept.
 27 Riverside Rd.
 Riverside, IL 60546
 Ph: 708.447.1241
 Fax: 708.447.2704
 Website: www.riverside.il.us
 E-mail: sphyfer@riverside.il.us

Name	Address (Street & Town)	Phone Number
Job Location (Business Name)		
_____	_____	_____
Property Owner/Management Co.		
_____	_____	_____
Sign Contractor		
_____	_____	_____
Electrical Contractor		
_____	_____	_____
Party Responsible for Sign Maintenance		
_____	_____	_____

Sign Data:		Permanent Signs		Estimated Project Cost: \$ _____	
1) Sign Type:		<input type="checkbox"/> Non-Illuminated	<input type="checkbox"/> Internally Illuminated	<input type="checkbox"/> Externally Illuminated	
<input type="checkbox"/> Wall	<input type="checkbox"/> Window	<input type="checkbox"/> Ground	<input type="checkbox"/> Pole	<input type="checkbox"/> Blade/Projecting	<input type="checkbox"/> Awning/ Canopy
2) Sign Size:		Width _____	Height _____	Total Area of Sign(s) _____ sq.ft.	
3) Sign Location		N S E W	Setback: _____ ft. <small>(Ground/ Pole Signs)</small>	Overall Sign Height: _____ ft. <small>(Ground/Pole Signs)</small>	Projection: _____ in. <small>(Wall/Awning Signs)</small>
4) Structure Calculations:		Window Area _____ Sqft.	Door Area _____ Sqft.	Awning Face Area _____ Sqft.	Street Frontage _____ Ft.
Existing Sign Summary:		Sign No. _____	Type _____	Area _____ sq.ft.	
		Sign No. _____	Type _____	Area _____ sq.ft.	
		Sign No. _____	Type _____	Area _____ sq.ft.	

No sign shall be constructed, erected, altered, rebuilt, enlarged, remodeled, relocated or expanded before a permit for such sign has been obtained in accordance with the standards and procedures set out in Chapter 3 of the Riverside Building Code. I hereby certify that the information above, any attached plans & specifications and other attached documentation is true to the best of my knowledge and agree to comply strictly with all applicable codes & ordinances of the Village of Riverside in completion of the work.

Property Owner/Management Signature: _____
 Tenant Signature: _____
 Applicant Signature (if other than above): _____

FOR OFFICE USE ONLY:			
Zoning: _____	Indiv. Sign Max: _____	Total Sign Max: _____	
Setbacks: _____	Max. Height: _____	Easements: _____	Vision Triangle: _____
Approved By: _____	Date: _____	Sign Permit Fee: \$75	Electrical Permit Fee: \$75
Permit # _____	Total Fee: \$ _____	Inspections: Final Building	Final Electric

Sign Permit Application Requirements

- 1) **Completed Application** with all applicable signatures obtained.
- 2) **2 Color Sketches of the Sign** (showing dimensions of the sign background, letters, symbols, etc., the sign materials, colors of each component)
- 3) **2 Sign Details** (showing mounting detail, electrical details, UL listing, location of disconnect, sign depth-including letters and raceways)
- 4) **2 Elevations of Store Front** {wall/window/canopy/awning signs only} (showing dimensions of leased area, dimensions of the wall, window and/or awning/canopy, illustrate the sign location with the distance from lease lines and the height to the bottom of the sign from the grade labeled or, for window or canopy/awnings, the distance from the edges of the window, awning or canopy)
- 5) **2 Copies of the Site Plan** {ground signs only} (showing the location and size of the proposed sign with dimensions labeled in relationship to the building, sidewalks, property lines, etc. no larger than 11x17)

Additional Information

- ◆ All contractors must be registered with the Village of Riverside.
- ◆ A Permit Application Fee of \$75 must be submitted with the application and is not refundable.
- ◆ An additional Electric Permit Fee of \$75 shall be added to any illuminated sign permit.
- ◆ A valid business license must be obtained from the Village of Riverside.