



Office Use Only	
Permit #:	
Permit Fee Amt \$	

Community Development - 1050 W Romeo Rd, Romeoville, IL 60446-1530  
 (815) 886-7200 - Email: [buildinginspections@romeoville.org](mailto:buildinginspections@romeoville.org)

# FREESTANDING SIGN APPLICATION

Application Date \_\_\_\_/\_\_\_\_/\_\_\_\_

<b>BUSINESS NAME:</b>			
<b>ADDRESS OF SIGN:</b>			
<b>BUSINESS PARK OR SUBDIVISION:</b>			
<b>TYPE OF SIGN:</b>			
___ Advertising		___ Other: _____	
___ Directional			
___ Business Identification Monument			
___ Development Monument (min. 25 acres)			
Sign Height		Estimated Value of Sign	
Sign Area		Setback From Closest Property Line	

**NOTES:**

*Please read the requirements and place a ✓ in the column to the left to confirm that you understand and agree.*

	1. Each sign requires a separate permit application.
	2. Each application shall include a site plan showing the sign location, setbacks, the locations and sizes of all other freestanding signs on the site, and the distance between signs on the site as well as adjoining properties.
	3. Each application shall include by 3 complete sets of construction drawings.
	4. Each application shall include a letter from the property owner authorizing the sign.

**Contractor Information**

If using a contractor or sub-contractor, a signed copy of the contract shall be included with the application and the following information shall be provided. All contractors and sub-contractors in Romeoville shall be registered with the Village.

Property Owner Information		Applicant	
Name		Name	
Address		Address	
Phone/Email		Phone/Email	
Sign Installer		Electrician	
Name		Name	
Address		Address	
Phone/Email		Phone/Email	

Please read the requirements and place a ✓ in the column to the left to confirm that you understand and agree.

**Freestanding Business Identification Sign (lots less than 25 acres):**

- One freestanding (1) for each street frontage
- Minimum setback to property line = 10 feet.
- Minimum setback to a residential zoned lot = 25 feet.
- Minimum distance from any other permanent freestanding sign = 100 feet.
- Maximum sign height = 10 feet.
- Maximum sign area = 25 SF.
- A message board (electronic or changeable copy) cannot be greater than 50% of the sign area (and its sign area is included in the total sign area allowed).
- No freestanding business or ID sign shall be less than ten (10) feet to a building.
- The freestanding sign must have a decorative base and a landscape area of 2 SF for every 1 SF of total sign area.

**Freestanding Development Sign (lots 25 acres or more):**

- Minimum setback to property line = 10 feet.
- Minimum setback to a residential zoned lot = 25 feet.
- Minimum distance from any other permanent freestanding sign = 100 feet.
- Maximum sign height = 25 feet.
- Maximum sign area = 150 SF.
- A message board (digital or electronic or changeable copy) cannot be greater than 50% of the sign area (message board sign area is included in the total sign area allowed).
- No development sign shall be located less than ten (10) feet to a building.
- The development sign must have a decorative base and a landscape area of 2 SF for every 1 SF of total sign area.

**Freestanding Directional Signs:**

- No more than one such sign is displayed per driveway intersection;
- In M-1, M-2, and P-B Zoning Districts, the sign area may be a maximum of twelve (12) square-feet and the sign may be a maximum of six (6) feet tall. In all other zoning districts, the sign does not exceed six (6) square feet in area or three (3) feet in height from finished grade for freestanding signs; and
- No more than ten percent (10%) of the area of the sign is used to advertise any business, product or service provided on the lot.

## Construction Requirements

<i>Please read the requirements and place a ✓ in the column to the left to confirm that you understand.</i>		<b>Office Use</b>
<input type="checkbox"/>	Please provide three (3) sets of structural drawings.	
<input type="checkbox"/>	Will electric be provided? [ ] No [ ] Yes, (If yes, please provide drawing showing the underground layout to the sign and disconnect.)	

<b>Permit &amp; Inspection Requirements</b>		<b>Office Use</b>
<i>Please read the requirements and place a ✓ in the column to the left to confirm that you understand and agree.</i>		
<input type="checkbox"/>	The Building Permit shall be posted in the building's window where it can be seen from the street.	
<input type="checkbox"/>	Each phase of construction shall be inspected and approved by the Village of Romeoville prior to proceeding to the next stage of construction.	
<input type="checkbox"/>	<ul style="list-style-type: none"> <li>• All inspections shall be scheduled 72 hours in advance by calling (815)886-7200 or by emailing <a href="mailto:buildinginspections@romeoville.org">buildinginspections@romeoville.org</a>. Your permit number shall be provided when inspections are scheduled.</li> </ul>	
<input type="checkbox"/>	• <b>FOOTING INSPECTION.</b>	
<input type="checkbox"/>	• <b>UNDERGROUND ELECTRICAL INSPECTION.</b>	
<input type="checkbox"/>	• <b>FOUNDATION INSPECTION.</b>	
<input type="checkbox"/>	• <b>BUILDING FINAL INSPECTION.</b>	
<input type="checkbox"/>	• <b>ELECTRICAL FINAL INSPECTION.</b>	
<input type="checkbox"/>	• Failure to call for required inspections may result in a "Stop Work Order".	
<input type="checkbox"/>	• Should you fail an inspection, a re-inspection fee shall be paid before continuing work and before scheduling another inspection.	
<input type="checkbox"/>	Work shall be started within thirty (30) days of the issuance date of the permit and shall be completed within 365 days. Permits may be renewed upon application, with applicable renewal fees.	

I hereby declare that I have read and understood this application. The above information and any attachments are correct. I agree, that in consideration of and upon issuance of a building or use permit, that I am allowed to do such work as herewith applied for, and that such premises shall be used only for such purposes as set forth above.

I hereby certify that I am the owner of record of the named property, or that the proposed work is authorized by the owner of record and that I have been authorized by the owner to make this application as his authorized agent and I agree to conform to all applicable laws of this jurisdiction. In addition, if a permit for work described in this application is issued, I certify that the code official or the code official's authorized representative shall have the authority to enter areas covered by such permit at any reasonable hour to enforce the provisions of the code(s) applicable to such permit.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

### OFFICE USE ONLY - Approval & Review Status

Zoning Approval:		Date:
Building Approval – ELECTRIC:		Date:

<b>Clerical</b>			
Clerical to check on all contractors to make sure that they are current with their license.		Clerical check for outstanding debt:	
Contacted Date:		Person Contacted:	Contacted By: