



Office Use Only	
Permit #:	
Permit Fee Amt \$	

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

WALL SIGN APPLICATION

Application Date ____/____/____

BUSINESS NAME:			
ADDRESS OF SIGN:			
BUSINESS PARK OR SUBDIVISION:			
TYPE OF SIGN:			
<input type="checkbox"/> Channel-Cut Letters <input type="checkbox"/> Raceway <input type="checkbox"/> Other _____			
Sign Height			Estimated Value of Sign
Sign Area			Total Sign Area on Site
Street Facing			Length of Building Frontage
Not Street Facing			

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 signs on the site, and the distance between signs
	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	

Requirement		✓ to confirm that you have shown ...	Office Use
You shall submit illustrations or pictures depicting the entire store front.		Drawing/pictures included	
Not more than one business and identification wall sign per street frontage or per building wall having a public entrance per establishment is permitted. Wall signs shall only be affixed to walls meeting these requirements.		One wall sign depicted	
Square Footage Allowed The total area of all wall signs per wall shall not exceed one and one-half (1½) square feet per lineal foot of wall to which the sign is attached.		The square footage and overall height are depicted	
Sign Height Allowed <i>P-B District</i> – for individual tenant spaces over 30,000 square feet, wall signs may not exceed five (5) feet in height. The sign shall be framed by at least two (2) feet of clear wall space preceding and following any text or image. <i>All Other Locations</i> – for individual tenant spaces under 30,000 square feet, the actual signage face shall not exceed three (3) feet in height.			

Construction Requirements

<i>Please read the requirements and place a ✓ in the column to the left to confirm that you understand.</i>		Office Use
<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.)	

Permit & Inspection Requirements		Office Use
<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"> All inspections shall be scheduled 72 hours in advance by calling (815)886-7200 or by emailing buildinginspections@romeoville.org. Your permit number shall be provided when inspections are scheduled. 	
<input type="checkbox"/>	<ul style="list-style-type: none"> BUILDING FINAL INSPECTION. 	
<input type="checkbox"/>	<ul style="list-style-type: none"> ELECTRICAL FINAL INSPECTION. 	
<input type="checkbox"/>	<ul style="list-style-type: none"> Failure to call for required inspections may result in a "Stop Work Order". 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:	

Clerical			
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: