



Community Development • 1050 W. Romeo Road • Romeoville, IL 60446-1329
 (815) 886-7200 • (815) 886-2724 • Email: buildinginspections@romeoville.org

Office Use Only
Received By:
Permit #:
Permit Fee Amt \$

WINDOW SIGN APPLICATION

Application Date ____/____/____

ADDRESS OF SIGN:			
BUSINESS PARK OR SUBDIVISION:			
TYPE OF SIGN: _____			
Sign Height			Estimated Value of Sign
Sign Area			Total Sign Area on Site
NOTES:			
<i>Please read the requirements and place a ✓ in the column to the left to confirm that you understand and agree.</i>			
	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 sign 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 you are 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 doing work in Romeoville shall be registered, insured and bonded with the Village.			
Property Owner Information			
Owner's Name			
Owner's Address			
Owner's Phone			
Applicant			
Applicant's Name			
Applicant's Address			
Applicant's Phone			

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: _____

Building Sign Installation Waiver Received by: _____ Date: _____

OFFICE USE ONLY - Approval & Review Status

Zoning Approval:		Date:
Building Approval:		Date:
Electric Approval:		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:	