



SIGN PERMIT INFORMATION

THE APPLICANT MUST SUBMIT THE FOLLOWING ITEMS WITH THE APPLICATION:

- One sign per application
- Name, address, and phone number of both the owner/tenant as well as the sign contractor
- Plat of survey or scaled sign plan illustrating structures, roads, lot lines and sign placement
- Scale drawings or blueprints showing all dimensions, colors, construction methods and ground placement for each sign
- Contractor's license, bond and certificate of insurance with the Village of Roselle
- All applications for electrical signs must include an electrical drawing depicting the disconnect location.
- All electrical signs must have 1 UL label and 1 manufacturer's label (depicting voltage and amperage) per component (single letters are considered an independent component), which shall be depicted on the submitted electrical drawings.
- All electrical sign submittals must adhere to the 2020 NEC (National Electrical Code)

SAMPLE FEE INFORMATION:

Freestanding or Pylon Sign (<i>includes both single and directory</i>)	\$ 50
Wall Sign	\$ 30
Temporary Sign (<i>per event not per sign</i>)	\$ 10
Electrical Sign Review & Inspection	\$ 50
Contractor's License (<i>fee per year</i>)	\$ 75

OTHER IMPORTANT NOTES:

New signs submitted by owners and tenants of multi-tenant business centers must comply with the Master Sign Plan or Predominant Theme of their respective business center. Requirements and definitions are on file with the Community Development Department.

The Planning & Zoning Commission must review and the Village Board of Trustees must approve any variations to the standards set forth in the Sign Code.

Sign contractors or sign installers must prominently display sign permit cards on the job site. The sign contractor must call for inspections one day in advance.



SIGN PERMIT APPLICATION

31 S. Prospect St.
Roselle IL 60172
buildingdepartment@roselle.il.us

FOR OFFICE USE ONLY
No. _____
Date Received _____
Date Issued _____

APPLICATION IS HEREBY MADE TO: ERECT PERMANENT
 ALTER TEMPORARY
 RELOCATE ESTIMATED VALUE OF SIGN \$ _____

BUSINESS NAME: _____

ADDRESS: _____ ZONED: _____

WALL SIGN
 FRONT WALL - N S E W INDIRECT ILLUMINATED
 SIDE WALL - N S E W NON- ILLUMINATED
 REAR WALL - N S E W INTERIOR ILLUMINATED
DIMENSIONS _____ X _____
TOTAL AREA PROPOSED _____
LINEAL FEET OF SPACE _____
BUILDING SETBACK FROM STREET _____

SIGN CONTRACTOR _____

ADDRESS _____

PHONE # _____

EMAIL _____

ELECTRICIAN _____

ADDRESS _____

PHONE # _____

EMAIL _____

APPLICANT _____

ADDRESS _____

PHONE # _____

EMAIL _____

GROUND SIGN
 SINGLE FACE INDIRECT ILLUMINATED
 DOUBLE FACE NON- ILLUMINATED
 PLAT OF SURVEY INTERIOR ILLUMINATED
DIMENSIONS _____ X _____
TOTAL AREA PROPOSED _____
OVERALL HEIGHT ABOVE GRADE _____
CLEARANCE ABOVE GRADE _____
SETBACK FROM STREET _____

STATEMENT OF APPLICANT:

In consideration of the issuance of the permit applied for, I agree that the erection, alteration, or relocation of said sign and in the use of said sign, I will conform to the regulations set forth in the Zoning Ordinance and Building Ordinance, and I also agree that all work performed under said permit will be in accordance with the description which accompanies this application.

SIGNATURE OF PROPERTY OWNER/MANAGER (MANDATORY)

ADDRESS _____

PHONE _____ EMAIL _____

PERMIT FEES:

PERMANENT SIGN: \$ _____

TEMPORARY SIGN: \$ _____

ELECTRICAL FEES: \$ _____

TOTAL AMOUNT DUE: \$ _____

RECEIPT HEREBY ACKNOWLEDGED AND PERMIT HEREBY AUTHORIZED

BY: _____ DATE: _____