

SIGN – SIGN PERMIT APPLICATION FORM

please fill out one form per sign

FOR OFFICIAL USE ONLY

PERMIT APPLICATION NO. _____

DATE RECEIVED _____

TOTAL FEE \$ _____

Sign Fee \$ _____

Illuminated Sign Fee \$ _____

Electrical Fee \$ _____



BUILDING & INSPECTIONAL SERVICES DIVISION

150 W. Jefferson Street
Joliet, IL 60435

LAND / PARCEL INFORMATION

PROPERTY ADDRESS _____

ZONING DISTRICT _____

IS THIS WORK ASSOCIATED WITH OTHER CONSTRUCTION? *Yes or No*

IF YOU ANSWERED YES, PLEASE PROVIDE THE BUILDING PERMIT NUMBER _____

PROPERTY OWNER

Contact Name _____

Owners Address _____

PHONE # _____

FAX # _____

EMAIL _____

TENANT

Contact Name _____

Owners Address _____

PHONE # _____

FAX # _____

EMAIL _____

SUBMITTAL REQUIREMENTS

- DIMENSIONED SIGNAGE DRAWINGS FOR ALL EXISTING AND PROPOSED SIGNS
- PLOT PLAN W/ SETBACK DIMENSIONS
- DIMENSIONED BUILDING ELEVATIONS
- SITE PLAN IDENTIFYING ALL EXISTING AND PROPOSED SIGNS
- ELECTRICAL PERMIT FOR NEW INSTALLATIONS

SIGNAGE INFORMATION

VERBIAGE ON SIGNAGE _____

SIGNAGE INFORMATION

CUMULATIVE TOTAL SIGNAGE / SIGN AREA OF PROPOSED AND EXISTING SIGNS AT UNIT OR PROPERTY

EXISTING: _____ SF

PROPOSED: _____ SF

SIGNAGE INFORMATION

MONUMENT SIGN

IF ELECTRIFIED, IS SIGN ON AN EXISTING CODE COMPLIANT CIRCUIT WITH DISCONNECT? NO YES

SIGN DIMENSIONS

WIDTH _____ HEIGHT _____ AREA _____ SF

BASE HEIGHT _____ OVERALL HEIGHT _____

SMALLEST SETBACK DISTANCE _____

NUMBER OF SIDES TO SIGN _____

POLE / GROUND SIGN *(new pole signs shall be wrapped in material at a minimum of 2' wide)*

IF ELECTRIFIED, IS SIGN ON AN EXISTING CODE COMPLIANT CIRCUIT WITH DISCONNECT? NO YES

SIGN DIMENSIONS

WIDTH _____ HEIGHT _____ AREA _____ SF

BASE POLE HEIGHT _____ OVERALL HEIGHT _____

SMALLEST SETBACK DISTANCE _____

NUMBER OF SIDES TO SIGN _____

<input type="checkbox"/> WALL SIGN IF ELECTRIFIED, IS SIGN ON AN EXISTING CODE COMPLIANT CIRCUIT WITH DISCONNECT? <input type="checkbox"/> NO <input type="checkbox"/> YES SIGN DIMENSIONS WIDTH _____ HEIGHT _____ AREA _____ SF SIZE OF BUILDING FAÇADE WIDTH _____ HEIGHT _____ AREA _____ SF	<input type="checkbox"/> PROJECTING SIGN IF ELECTRIFIED, IS SIGN ON AN EXISTING CODE COMPLIANT CIRCUIT WITH DISCONNECT? <input type="checkbox"/> NO <input type="checkbox"/> YES SIGN DIMENSIONS WIDTH _____ HEIGHT _____ AREA _____ SF SIZE OF BUILDING FAÇADE WIDTH _____ HEIGHT _____ AREA _____ SF
<input type="checkbox"/> ROOF SIGN IF ELECTRIFIED, IS SIGN ON AN EXISTING CODE COMPLIANT CIRCUIT WITH DISCONNECT? <input type="checkbox"/> NO <input type="checkbox"/> YES SIGN DIMENSIONS WIDTH _____ HEIGHT _____ AREA _____ SF SIZE OF BUILDING FAÇADE WIDTH _____ HEIGHT _____ AREA _____ SF	<input type="checkbox"/> OTHER SIGN (DIRECTIONAL, MENU, ETC) IF ELECTRIFIED, IS SIGN ON AN EXISTING CODE COMPLIANT CIRCUIT WITH DISCONNECT? <input type="checkbox"/> NO <input type="checkbox"/> YES SIGN DIMENSIONS WIDTH _____ HEIGHT _____ AREA _____ SF SIZE OF BUILDING FAÇADE WIDTH _____ HEIGHT _____ AREA _____ SF SMALLEST SETBACK DISTANCE _____ NUMBER OF SIDES TO SIGN _____
<input type="checkbox"/> WINDOW SIGN IF ELECTRIFIED, IS SIGN ON AN EXISTING CODE COMPLIANT CIRCUIT WITH DISCONNECT? <input type="checkbox"/> NO <input type="checkbox"/> YES SIGN DIMENSIONS WIDTH _____ HEIGHT _____ AREA _____ SF SIZE OF WINDOW WIDTH _____ HEIGHT _____ AREA _____ SF PERCENTAGE OF WINDOW AREA COVERED _____ SF	

CONTRACTOR REGISTRATION INFORMATION

SIGNAGE CONTRACTOR (Check if primary contact) <input type="checkbox"/> CITY OF JOLIET G.C. REGISTRATION # _____ BUSINESS NAME _____ CONTACT NAME _____ ADDRESS _____ CITY, STATE ZIP _____ PHONE _____ FAX _____ E-MAIL _____	ELECTRICAL CONTRACTOR (Check if primary contact) <input type="checkbox"/> CITY OF JOLIET ELEC REGISTRATION # _____ Req'd for Monument Signs or New Wall Signage Circuits BUSINESS NAME _____ CONTACT NAME _____ ADDRESS _____ CITY, STATE ZIP _____ PHONE _____ FAX _____ E-MAIL _____
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This sheet is for information only and need not be attached to the permit application submittal.

APPLICATION REQUIREMENTS FOR SIGNAGE

Applicable Building codes are as follows (City of Joliet – Building Code and Electrical Code Amendments also apply):

- **2015 International Building Code**
- **2014 National Electric Code**
- **Joliet Zoning Ordinance – Section 47-17.21 Signs**
- **Article VIII of the Joliet Municipal Code - Signs**

The following items shall constitute a complete building permit submittal. Upon submittal acceptance, a permit application number shall be issued to the applicant, all future contact with the Building & Inspectional Services or Planning Division will require this number. At time of submittal, one project contact shall be identified by the applicant (please check the appropriate party as the “primary contact” on the application form). All correspondence between City of Joliet staff and the applicant will be directed to this individual.

REQUIRED SUBMITTALS ARE INDICATED BELOW

- A. Completed Permit application.
- B. Provide two (2) collated sets of the following construction documents.
 1. Signage shop drawings. Indicating all pertinent dimensions.
 2. Complete Electrical plans (if electrified) with one-line service diagrams indicating all components and sizes.
 - a. Electrified signage shall be listed and labeled by a nationally recognized testing laboratory.
 - b. Electrified signage shall have a means of disconnect within sight of the sign OR a disconnect capable of being locked in the open position as required in article 600.6 of the NEC, remotely located disconnects are required to be capable of being locked in the open position.
 3. For Wall Signs, Projecting Signs, and Roof Signs
 - a. Building and Wall signage Elevations, including all exterior openings, and heights including roof line.
 4. For Monument, Pole / Ground, and Other Signs
 - a. Plat of Survey with setback information and signage dimensioned. Indicating that signage is on private property, not within a visibility triangle and meets setback requirements.
 - b. Structural plans and sections for monument, pole / ground signs, indicating materials and dimensions.
 5. For Multiple Sign Permit Application Submittals
 - a. Site plan indicating the location of all proposed and existing signs (note if a sign is to be removed)