



## COMMUNITY DEVELOPMENT PERMIT SUPPLEMENTAL DOCUMENTS CHECKLIST

*\*Please Note: Permits cannot be processed without all the necessary documentation. Incomplete permit applications will either be denied at the front counter, or will be placed on hold until all information is received, prolonging the permit approval process. It is the applicant's responsibility to submit all necessary supplemental documents and information for the submitted permit.*

**SIGNS:** (ALL listed are REQUIRED, unless not applicable)

- Sign Permit Application, all information needs to be complete.
- Plat of Survey indicating the proposed location of sign with measurements.
- Permit Addendum – Signs, signed.
- Letter of approval from land/building owner (Tenants only).
- Contractor's Registration with bond, for those not already *licensed* and *bonded* with the Village.
- Architectural sign plan.
- Manufacturer's specification sheet on Sign Electric Requirements, when applicable.
- Call J.U.L.I.E. 1-800-892-0123 for ground/monument signs.
- Deposit required, when applicable.

I attest that I have submitted all information as required above regarding the permit applied for at:

\_\_\_\_\_ Glendale Heights, IL 60139

\_\_\_\_\_ Name (Printed)

\_\_\_\_\_ Signature

\_\_\_\_\_ Date



# SIGN PERMIT APPLICATION

<b>DO NOT WRITE IN THIS SPACE</b>	
Permit No.	_____
Date Issued	_____
Date Expires	_____
Permit Fee \$	_____

Date of Application: \_\_\_\_\_

Application Is Hereby made For A Permit To:  Alter  Erect

\_\_\_\_\_  
*Name of Business* *Business Address* *Name of Shopping Center*

\_\_\_\_\_  
*Applicant Name* *Applicant Address* *Applicant Telephone & E-Mail*

\_\_\_\_\_  
*Sign Contractor* *Contractor Address* *Contractor Telephone & E-Mail*

\_\_\_\_\_  
*Electrical Contractor* *Contractor Address* *Contractor Telephone & E-Mail*

Is the property:  Residential  Commercial  Industrial

Mark an "X" in all squares below to indicate class of work to be done:

- |   |   |  |
|---|---|--|
| <input type="checkbox"/> Wall Sign                          | <input type="checkbox"/> Real Estate Sign | <input type="checkbox"/> Display Board/ Changing Sign<br>(C-Zoned properties Only) |
| <input type="checkbox"/> Monument Sign                      | <input type="checkbox"/> Menu Board       | <input type="checkbox"/> Reface only   |
| <input type="checkbox"/> Free Standing Sign/Shopping Center | <input type="checkbox"/> Canopy           | <input type="checkbox"/> Illuminated Sign  |
| <input type="checkbox"/> Identification Sign                | <input type="checkbox"/> Under Canopy     | <input type="checkbox"/> Non-Illuminated Sign                                      |
| <input type="checkbox"/> Directional Sign                   | <input type="checkbox"/> Window Sign      | <input type="checkbox"/> Other _____   |

Sign Details:

Horizontal Dimension \_\_\_\_\_ Vertical Dimension \_\_\_\_\_  
 Projection from Wall \_\_\_\_\_ Length of Wall Being Attached to \_\_\_\_\_  
 Total Area in Sq. Ft. \_\_\_\_\_ Value of Sign \$ \_\_\_\_\_

Description/Comments:  
 \_\_\_\_\_  
 \_\_\_\_\_

**APPLICATIONS MUST BE ACCOMPANIED BY:**  Plat of Survey  Owner's Letter (Tenants Only)  Architectural Sign Plan

UNDER PENALTIES OF INTENTIONAL MISREPRESENTATION AND/OR PERJURY. I declare that I have examined and/or made this application and it is true and correct to the best of my knowledge and belief, I agree to construct said improvement in compliance with all provisions of the Building and Zoning Ordinances of the Village of Glendale Heights and all amendments thereto.

\_\_\_\_\_  
*Applicant Name* *Applicant Signature* *Date*

Village of Glendale Heights • Community Development Department  
 300 Civic Center Plaza • Glendale Heights • IL • 60139  
 Direct (630) 260-6030 • Fax (630) 260-1317

Date Approved: \_\_\_\_\_

\_\_\_\_\_  
 Deputy Zoning Administrator Signature



# PERMIT ADDENDUM – SIGNS

PERMIT: \_\_\_\_\_ DATE \_\_\_\_\_

ADDRESS: \_\_\_\_\_

**Approval is subject to the following conditions:**

## GENERAL / BUILDING

1. All work shall comply with all applicable codes as adopted and amended by the Village of Glendale Heights.
  - 2006 International Building Code
  - 2008 National Electric Code
  - Village of Glendale Heights Zoning Ordinance
2. Signs attached to masonry, concrete or steel shall be safely and securely fastened by means of metal anchors, bolts or approved expansion screws of sufficient size and anchorage to safely support the loads applied. For masonry or concrete, anchors shall be not less than 3/8" diameter with at least 5" embedment. Wood blocks shall not be used for anchorage, except where wall signs are attached to buildings with wood walls. A wall sign shall not be supported by anchorages secured to an unbraced parapet wall. (2006 IBC, Appendix H)

## ELECTRICAL

1. All wiring shall be installed in conduit (EMT, IMC, rigid pipe, or conduit). The use of plastic pipe or other nonmetallic wiring systems is not allowed.
2. Conductors shall be #12 or larger copper THHN/THWN.
3. All exterior signs shall be weatherproof and have drain holes (min. 1/4", max. 1/2") positioned at the low point(s) such that there will be no external obstructions.
4. Each branch circuit supplying a sign shall be controlled by an externally operable switch or circuit breaker. Where the disconnecting means is out of the line of sight of the sign, it shall be capable of being locked in the open position. The means of locking must remain in place at the switch or circuit breaker at all times (i.e. not be portable). (2008 NEC 600.6)

**I hereby certify that I have read and understand all of the above regulations, and I agree to comply with all of the regulations contained herein.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

rev 05/2020



A PROUD & PROGRESSIVE  
VILLAGE FOR ALL PEOPLE

# Community Development Department

300 Civic Center Plaza, Glendale Heights, Illinois 60139

Main: 630-260-6030, FAX: 630-260-1317

Email: [permits@glendaleheights.org](mailto:permits@glendaleheights.org)

## CONTRACTOR REGISTRATION APPLICATION

### REGISTRATION INFORMATION

REGISTRATION TYPE:  NEW REGISTRATION  RENEW REGISTRATION

TRADE(S):  ASPHALT  CARPENTRY  CONCRETE  ELECTRIC  FENCE  
 FIRE PROTECTION  GENERAL CONTRACTOR  HVAC / MECHANICAL  
 LANDSCAPE  PLUMBING  ROOFING  SIGN  SOLAR  UTILITY  
 WINDOW  OTHER / SPECIALTY \_\_\_\_\_

### COMPANY AND APPLICANT INFORMATION

COMPANY NAME: \_\_\_\_\_

COMPANY ADDRESS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

APPLICANT NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_

APPLICANT ROLE:  OWNER  EMPLOYEE  AGENT

EMAIL: \_\_\_\_\_

### ADDITIONAL APPLICATION REQUIREMENTS

1. Provide a \$20,000 surety bond for every contractor registration application. \*Plumbing exempt.
2. Payment of fee. Contractors = \$75.
3. For Plumbers, Roofers and Fire Protection contractors, provide a copy of active and up-to-date State of Illinois license. For Electricians, provide a copy of active and up-to-date license issued by approved municipal corporation.
4. The above listed contractors shall have registration fee waived.

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*I do hereby attest that the information provided is true and accurate to the best of my knowledge.*

APPLICANT SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_