



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 place 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

DO NOT WRITE IN THIS SPACE

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
(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

Rev 08/2023



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

**Registrations will not be accepted
unless completed in full.**

***Plumbing, Roofing, Alarm and Sprinkler contractors
must submit a copy of their State License.**

***Electricians must submit a copy of their Municipal
License**

OFFICE USE ONLY

LICENSE NUMBER: _____

DATE ISSUED: _____

FEE RECEIVED: \$ _____

CONTRACTOR REGISTRATION

Type of Contractor (General, Concrete, Carpentry, Electrician, etc.): _____

Company Name: _____

Company Address: _____

Company City: _____ **State:** _____ **Zip Code:** _____

Company Phone: _____ **Emergency Contact Phone:** _____

State/City License #: _____ **Expiration Date:** _____

**NO REGISTRATION SHALL BECOME EFFECTIVE UNTIL SUCH DATE AS THE REQUIRED SURETY
BOND IS ON FILE WITH THIS DEPARTMENT.**

Bond #: _____ **Expiration Date:** _____

Signature of Applicant: _____ **Date:** _____

FEE:

General Contractor	\$100
Plumber/Electrician/Alarm	N/A
All other Subcontractors	\$50

BOND:

All trades, except those listed below	\$20,000
Plumbing, Fire Alarm, Fire Sprinkler	N/A