

City of Rockford, Illinois

Planning & Zoning Division
 425 East State Street, Rockford, IL 61104
 Phone: (779) 348-7158 Fax: (815) 967-4243
 Web Site: www.rockfordil.gov



PERMANENT SIGN PERMIT APPLICATION

Zoning Clearance #

Applicant to complete sections I-VII

APP#

I. Prior to completing this application answer the following:							
1. Are you, as applicant an outdoor sign contractor licensed with the City of Rockford Revenue Division? Yes No		2. Will the sign (including awning, canopy, or marquee) project into a public right of way? Yes No		3. Will the sign (including awning, canopy or marquee) be illuminated, electrified or will it require an electrical service? Yes No Existing			
4. Have you prepared drawings indicating the size, supports, and, in the case of free standing signs, a site plan indicating location(s) of sign(s) on property relative to property lines, buildings and paving as well as sign elevations. Yes No				5. Is a freestanding sign to be taller than 35' or more than 240sqft in area on one side? Yes No			
II. Project & Owner Information							
Street Address of Proposed Sign					P.I.N.		
Name of Business To be Identified							
Name of Business Owner					Phone		
III. Contractors							
A. Sign Contractors (City License Required)							
Company					License#		
Address			City		State	Zip	
Phone		Fax	Email:				
B. Electrical Contractor (City Registration Required)							
Contractor			Phone		Registration #		
IV. Project Information							
Total Cost of Project \$		Total Cost of Electrical Only \$		Expected Start Date:		Expected Completion Date:	
V. Project Information							
Subject Property is a:			Corner Lot		Business Identification		General Service
			Interior Lot		Billboard		Face Change ONLY
Describe Full Scope of work							
A. Type of Sign (Check all that apply)							
Wall	Free Standing			Illuminated Or Electrified?		Permanent Wall Structures	Other (specify below)
Flat	Pole	Low – Profile	Menu Board	Yes		Awning	
Letter	Pylon	Directional	Directory	No		Canopy	
Projecting	Monument	Changeable	Changing (Electric)	Existing		Marquee	
Ft	In						
B. Sign Details							
Size of Sign				Height of Sign (If applicable)			
Height	x Width	= Area	square feet	From Grade to Top of Sign:		Feet	Inches
Sign Setbacks (if Applicable)							
Sign Base:				Sign Face:			

PERMANENT SIGN PERMIT APPLICATION...CONTINUED

Directional Signs: Non-advertising on-site direction signs are permitted (i.e., indicating entrance, exit, caution, restrooms, slow, no trespassing, parking regulation) when located on the same zoning lot and pertaining to a particular business. The business identification face for each directional sign is limited to two (2) square feet, and the total sign face is limited to ten (10) square feet.

Directional signs DO require a sign permit

Additional Permits and/or information May Be Required: A separate building permit is required where 1) freestanding pole and pylon signs [including billboards] are more than 20' in height and more than 240 SQFT in area [on one side excluding supports], or 2) freestanding pole or pylon signs are more than 35' in height regardless of area. Structural calculations for the foundation, supports and frame prepared by an Illinois licensed Architect or Structural Engineer shall be submitted for such instances. [Note: basic wind speed in Rockford is 90 mph (3 second gust)].

Inspections: The applicant/contractor(s) shall call for inspections of electrical work and foundations [(following form and reinforcing placement and prior to pouring concrete), if applicable. There may be additional fees required for any additional permits.

VI. Additional Information			
Lineal Feet of STREET Frontage:	x 1.5 =	Square Feet Allowed.	
Lineal Feet of STORE Frontage	x (see right)	Square Feet Allowed.	If five (5) or fewer businesses use: 2 If six (6) or more businesses use: 3
Number of existing wall signs on property:		Total Square Feet:	
Number of existing free – standing signs on property		Total Square Feet:	
Total square feet of existing and proposed signs =		Square Feet	

▶▶ Site plan, sign elevations and building elevations indicating sign locations must be included with this application. (Photographs may be used for building elevations.) Failure to provide all required documents may result in delayed permit issuance.

VII. Applicant's Certificate		
As owner or authorized agent of the project for which this application is being filed, I hereby certify:		
<ol style="list-style-type: none"> 1. Plans and specifications shall accompany this form for the proposed sign, indicating location (in form of a scale to site plan). Dimensions and text 2. Failure to comply with provisions of the sign regulations is punishable by a fine as established in the provisions of Section 117 of the City of Rockford Codes and Ordinances. 3. Any misrepresentation or inaccuracy of facts contained on this application will result in this permit being declared null and void, and may require removal of the structure at the expense of the owner or applicant. 4. The applicant's signature below indicated the information contained in this application and on any accompanying documents is true and correct. 5. If not the owner, I am certifying that the proposed work has been authorized by the owner of record and that I have been authorized by the owner to complete this application on his/her behalf. I will be acting on behalf of the owner as his/her agent. 		
<table style="width: 100%; border: none;"> <tr> <td style="width: 70%; border: none;">Signature of Applicant X</td> <td style="width: 30%; border: none; text-align: right;">Date:</td> </tr> </table>	Signature of Applicant X	Date:
Signature of Applicant X	Date:	

Staff Comments (to be completed by staff)															
Zoning District:	Zoning File #:	Prior Inspection Of Job Site by:	Conflict w/RR Or Traffic Sig.												
Zoning Comments: _____															
Zoning Approval:		Approval Date													
Public Works Approval:		Approval Date													
Building Comments: _____	Building Approval:		Approval Date:												
		<table style="width: 100%; border: none;"> <tr> <th colspan="2" style="text-align: left; padding: 5px;">Fees</th> </tr> <tr> <td style="padding: 5px;">Sign</td> <td style="padding: 5px;">\$ _____</td> </tr> <tr> <td style="padding: 5px;">Electrical</td> <td style="padding: 5px;">\$ _____</td> </tr> <tr> <td style="padding: 5px;">Tech Fee</td> <td style="padding: 5px;">\$ _____</td> </tr> <tr> <td style="padding: 5px;">Total</td> <td style="padding: 5px;">\$ _____</td> </tr> <tr> <td colspan="2" style="padding: 5px;">[Invoice No. _____]</td> </tr> </table>		Fees		Sign	\$ _____	Electrical	\$ _____	Tech Fee	\$ _____	Total	\$ _____	[Invoice No. _____]	
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Sign Permit Issued By:															
Signature:		Approval Date:													