

# City of Rockford, Illinois

Community & Economic Development Department  
 Construction and Development Services  
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## PERMANENT SIGN PERMIT APPLICATION

Zoning Clearance # \_\_\_\_\_

Applicant to complete sections I-VII

APP# \_\_\_\_\_

<b>I. Prior to completing this application answer the following:</b>				
1. Are you, as applicant an outdoor sign contractor licensed with the City of Rockford Revenue Division?  <p style="text-align: center;">Yes      No</p>	2. Will the sign (including awning, canopy, or marquee) project into a public right of way?  <p style="text-align: center;">Yes      No</p>	3. Will the sign (including awning, canopy or marquee) be illuminated, electrified or will it require an electrical service?  <p style="text-align: center;">Yes      No      Existing</p>		
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. <p style="text-align: center;">Yes      No</p>		5. Is a freestanding sign to be taller than 35' or more than 240sqft in area on one side? <p style="text-align: center;">Yes      No</p>		
<b>II. Project &amp; Owner Information</b>				
Street Address of Proposed Sign			P.I.N.	
Name of Business To be Identified				
Name of Business Owner			Phone	
<b>III. Contractors</b>				
<b>A. Sign Contractors (City License Required)</b>				
Company			License#	
Address		City	State	Zip
Phone	Fax	Email		
<b>B. Electrical Contractor (City Registration Required)</b>				
Contractor		Phone	Registration #	
<b>IV. Project Information</b>				
Total Cost of Project \$	Total Cost of Electrical Only \$	Expected Start Date:	Expected Completion Date:	
<b>V. Project Information</b>				
Subject Property is a:		The Proposed Sign is a:		
Corner Lot  Interior Lot		Business Identification Billboard  General Service Face Change ONLY		
Describe Full Scope of work _____				
<b>A. Type of Sign (Check all that apply)</b>				
Wall  Flat  Letter  Projecting  Ft      In	Free Standing  Pole      Low – Profile      Menu Board  Pylon      Directional      Directory  Monument      Changeable      Changing (Electric)	Illuminated Or Electrified?  Yes  No  Existing	Permanent Wall Structures  Awning  Canopy  Marquee	Other (specify below)  _____ _____ _____
<b>B. Sign Details</b>				
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.

<b>VI. Additional Information</b>			
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.**

<b>VII. Applicant's Certificate</b>
As owner or authorized agent of the project for which this application is being filed, I hereby certify:
<ol style="list-style-type: none"> <li>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</li> <li>2. Failure to comply with provisions of the sign regulations is punishable by a fine of \$250.00 for each week, or portion thereof, that the violations or non-compliance continues.</li> <li>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.</li> <li>4. The applicant's signature below indicated the information contained in this application and on any accompanying documents is true and correct.</li> <li>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.</li> </ol>
Signature of Applicant <b>X</b>
Date:

<b>Staff Comments (to be completed by staff)</b>			
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: _____		<b>Fees</b>	
_____		Sign           \$ _____	
_____		Electrical   \$ _____	
Building Approval:		Tech Fee     \$ _____	
Approval Date:		Total           \$ _____	
		[Invoice No.                    ]	
Sign Permit Issued By:			
Signature:		Approval Date:	