

PERMIT #



WALL SIGN PERMIT APPLICATION

Name of Business _____
(for which the permit is requested)

Address of Business: _____
(for which the permit is requested)

Business Owner's Name (print): _____

Business Owner's Phone: _____ Fax: _____

E-mail: _____

Property Owner's Name: _____

Property Owner's Address: _____

Property Owner's Phone: _____ Fax: _____

E-mail: _____

Sign Contractor: _____ Cost of Sign \$ _____

Sign Contractor Address: _____

Sign Contractor Phone: _____ Fax: _____

E-mail: _____

Electrician (if applicable): _____

Electrician Address: _____

Electrician Phone: _____ Fax: _____

E-Mail: _____

Enclose a current copy of electrical license with reciprocating municipality and Certificate of Insurance with minimum general liability of \$500,000, listing the Village as Certificate Holder.



Applicant name: _____

Applicant Affiliation (i.e., property owner, business owner, sign contractor): _____

Applicant Information if not provided above (name, address, phone, fax, e-mail): _____

THE FOLLOWING SUPPLEMENTAL INFORMATION SHALL BE PROVIDED AT TIME OF SUBMISSION. FAILURE TO PROVIDE ANY OF THE FOLLOWING INFORMATION WILL DELAY THE REVIEW PROCESS:

- Detailed Project Description**, including the identification of all signs being removed, as well as the number, type, size, and location of signs proposed for installation.

- Site Plan (3 – 11” x 17” copies)** indicating the following:
 - The location of the building for which the wall sign(s) is proposed. Highlight the portion of the building occupied by the business for which the sign permit is requested.
 - The length and height for each wall associated with the business that is adjacent to a street or parking area or other vehicle circulation area and which contains either windows or a public entrance.

- Written Statement** identifying whether the business, for which the sign permit is requested, has its own outside entrance or whether access is via a common entrance.

- Photograph or Exterior Building Elevation(s)** illustrating the following:
 - The wall(s) where the proposed sign(s) is to be mounted.
 - Any existing wall signs on the building, including a written description of whether these signs are to remain or be removed as part of the application.

- Wall Sign Details (3–11” x 17” copies)** showing the following for each sign:
 - Material (s) used in the sign
 - Whether the sign is illuminated or not and if so, specifics on how illumination is achieved.
 - Type of sign: specify whether the sign is a box sign, screened box sign, a distinctive material sign, or an “other” sign (refer to the attached definitions of sign types).
 - Dimensions of the sign(s). For area calculation please see exhibit on page 3 illustrating how sign area is determined). Please note that ALL RELEVANT dimensions must be provided.
 - Each sketch for a proposed sign must be marked as “APPROVED” by the property owner and must contain the property owner’s name, signature, phone number and date.

- PDF of Site Plan and Wall Sign Plan** (provided on a CD with submittal)

Exhibit illustrating how sign area is determined, per the Village of Gurnee Sign Ordinance:

signs enclosed by rectangles:



signs enclosed by polygons:



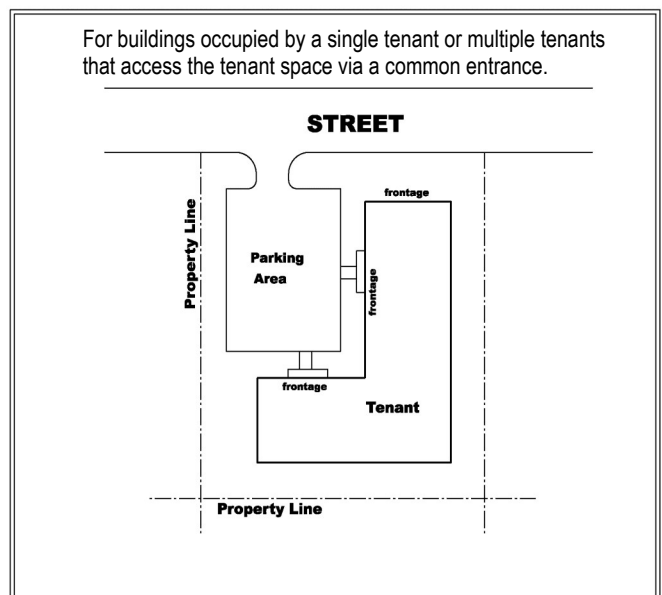
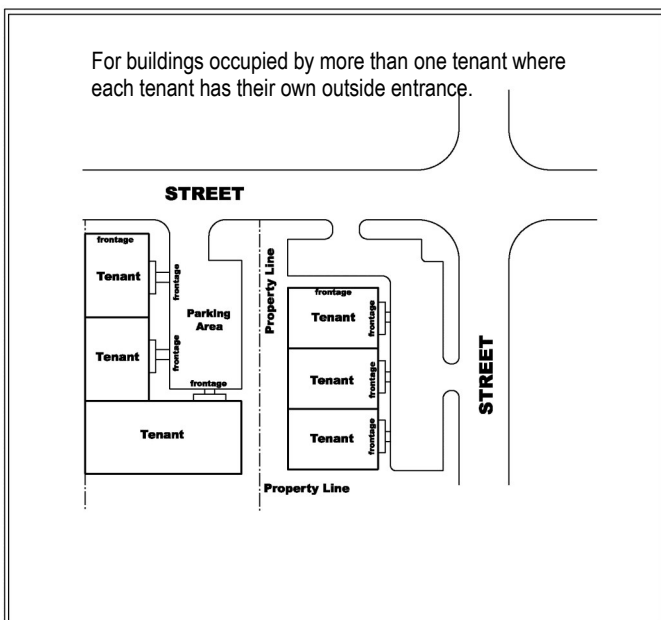
maximum separation of sign elements to be considered one sign:



not considered one sign:



Exhibit illustrating rules for measuring building frontage, per the Village of Gurnee Sign Ordinance:



Village of Gurnee
 Community Development
 325 N. O'Plaine Road
 Gurnee IL 60031-2636

Phone: 847-599-7550
 Fax: 847-623-9475



**Sign Ordinance can be found
 online at:
www.gurnee.il.us**

Applicant & Property Owner Signature Required

No error or omission in either the plans or application, whether said plans and application have been approved by the Community Development Division or not, shall permit the applicant to construct the work in any manner other than that provided for in the ordinances of this Village. The owner, having read the application for the wall sign permit and having checked the plot plan hereon shown and fully understanding the intent thereof, declares that the statements made and the drawings shown are true to the best of his/her belief.

The application MUST be signed by the Owner of the Property indicated in this permit.

Do not sign unless you have read and checked this application and everything is complete.

Applicant Signature: _____

Print Name: _____

Date: _____

Property Owner Signature: _____

Print Name: _____

Date: _____

Office Use Only

Approval	
Building Department	Date
Zoning Official	Date

Fees	Cost
Electrical	\$
Sign	\$
Miscellaneous	\$
Total	\$