

## Village of Willow Springs

One Village Circle, Willow Springs, Illinois 60480-1665

(708) 467-3700 • FAX (708) 467-3712

### BUILDING AND ZONING DEPARTMENT - APPLICATION FOR SIGN PERMIT vowsbuild@gmail.com

DATE OF APPLICATION \_\_\_\_\_ PERMIT NO. \_\_\_\_\_

APPLICATION IS HEREBY MADE TO:      ERECT      A      PERMANENT  
     ALTER      A      TEMPORARY  
     RELOCATE

SIGN AT: ADDRESS \_\_\_\_\_ P.I.N. \_\_\_\_\_ ZONED \_\_\_\_\_

#### DESCRIPTION OF SIGN (S)

##### GROUND SIGN (S)

     Single Face      Indirect Illuminated  
     Double Face      Non-Illuminated

Dimensions \_\_\_\_\_ x \_\_\_\_\_  
Total Area \_\_\_\_\_ Square Feet  
Overall Height Above Grade \_\_\_\_\_ Feet  
Clearance above Grade \_\_\_\_\_ Feet, \_\_\_\_\_ Inches  
Setback from right-of-way \_\_\_\_\_ Feet

##### WALL SIGN(S)

Front Wall - N S E W  
Side Wall - N S E W      Indirect Illuminated  
Rear Wall - N S E W      Non-Illuminated

Dimensions \_\_\_\_\_ x \_\_\_\_\_  
Total Area \_\_\_\_\_ Square Feet  
Projection from Wall \_\_\_\_\_ Inches  
Percent of Facade \_\_\_\_\_ %

##### BANNER (S)

Time Period \_\_\_\_\_

#### ATTACH THE FOLLOWING FOR GROUND & WALL SIGN (S)

##### 1. Site Plan - Drawn to scale showing:

- Front footage of the main building on premise.
- Position of sign in relation to nearby buildings, adjacent lot lines and thoroughfares.
- Locations, sizes and types of other signs on premise.

##### 2. Sketch - Drawn to scale showing the design of the sign, materials used, method of construction, and means of attachment to the building or ground.

Sign Contractor: \_\_\_\_\_ Applicant \_\_\_\_\_  
Address \_\_\_\_\_ Signature of agent \_\_\_\_\_  
Address \_\_\_\_\_  
Phone No. \_\_\_\_\_  
Estimated Value of Structure \$ \_\_\_\_\_ Phone No. \_\_\_\_\_

**STATEMENT OF APPLICANT:** In consideration of the issuance of the permit herein applied for, I agree that the erection, alteration, or relocation of said sign and in the use of said sign, I will conform to the regulations set forth in the Village of Willow Springs, Zoning Ordinance and Village of Willow Springs Building Ordinance, and I also agree that all work performed under said permit will be in accordance with the description which accompanies this application.

Renewal Sign (s) Permit Fee Amount: \$ \_\_\_\_\_

New Sign (s) Permit Fee Amount: \$ \_\_\_\_\_

#### RECEIPT HEREBY ACKNOWLEDGED AND PERMIT HEREBY AUTHORIZED

By: \_\_\_\_\_ Date: \_\_\_\_\_  
Building Official

**ALL TRADES MUST NOTIFY BUILDING DIVISION FOR INSPECTION 48 HOURS IN ADVANCE WITH THE  
YELLOW SPECIAL INSPECTION CARD FROM THE VILLAGE HALL.**

**UPON COMPLETION OF SIGN CONSTRUCTION, PLEASE CALL THE BUILDING DIVISION  
(708) 467-3700 FOR INSPECTION**