

Address of sign \_\_\_\_\_ Building frontage in feet \_\_\_\_\_

**THIS FORM MUST BE SUBMITTED ALONG WITH A COMPLETED PERMIT APPLICATION**

**SIGN 1**

Type of sign: Ground \_\_\_\_\_ Wall \_\_\_\_\_ Window \_\_\_\_\_ Canopy/Awning \_\_\_\_\_ Directional \_\_\_\_\_ Other \_\_\_\_\_  
Dimensions \_\_\_\_\_ Size in square feet \_\_\_\_\_ Height of size at highest point \_\_\_\_\_  
(Note: The size of the sign is determined by drawing a box around all elements of the sign)  
Illuminated: Yes \_\_\_\_\_ No \_\_\_\_\_ If Yes: Internal \_\_\_\_\_ External \_\_\_\_\_ Other explain: \_\_\_\_\_  
(Note: An electrical contractor's certificate must be submitted with application)  
Setback from property line \_\_\_\_\_ (if applicable) Value of sign: \$ \_\_\_\_\_  
Property use: Commercial \_\_\_\_\_ Church \_\_\_\_\_ Office \_\_\_\_\_ School \_\_\_\_\_ Other \_\_\_\_\_

**SIGN 2**

Type of sign: Ground \_\_\_\_\_ Wall \_\_\_\_\_ Window \_\_\_\_\_ Canopy/Awning \_\_\_\_\_ Directional \_\_\_\_\_ Other \_\_\_\_\_  
Dimensions \_\_\_\_\_ Size in square feet \_\_\_\_\_ Height of size at highest point \_\_\_\_\_  
(Note: The size of the sign is determined by drawing a box around all elements of the sign)  
Illuminated: Yes \_\_\_\_\_ No \_\_\_\_\_ If Yes: Internal \_\_\_\_\_ External \_\_\_\_\_ Other explain: \_\_\_\_\_  
(Note: An electrical contractor's certificate must be submitted with application)  
Setback from property line \_\_\_\_\_ (if applicable) Value of sign: \$ \_\_\_\_\_  
Property use: Commercial \_\_\_\_\_ Church \_\_\_\_\_ Office \_\_\_\_\_ School \_\_\_\_\_ Other \_\_\_\_\_

**SIGN 3**

Type of sign: Ground \_\_\_\_\_ Wall \_\_\_\_\_ Window \_\_\_\_\_ Canopy/Awning \_\_\_\_\_ Directional \_\_\_\_\_ Other \_\_\_\_\_  
Dimensions \_\_\_\_\_ Size in square feet \_\_\_\_\_ Height of size at highest point \_\_\_\_\_  
(Note: The size of the sign is determined by drawing a box around all elements of the sign)  
Illuminated: Yes \_\_\_\_\_ No \_\_\_\_\_ If Yes: Internal \_\_\_\_\_ External \_\_\_\_\_ Other explain: \_\_\_\_\_  
(Note: An electrical contractor's certificate must be submitted with application)  
Setback from property line \_\_\_\_\_ (if applicable) Value of sign: \$ \_\_\_\_\_  
Property use: Commercial \_\_\_\_\_ Church \_\_\_\_\_ Office \_\_\_\_\_ School \_\_\_\_\_ Other \_\_\_\_\_

**Important information for Applicants, Property Owners and Sign Companies**

- \* Applications will NOT be accepted without all required supporting documents.
- \* Must submit 2 copies of sign drawings
- \* No sign may be erected, altered or relocated without a required permit being approved and issued by the City of Niles. ***This means that no sign may be constructed or installed prior to the permit being approved and issued!*** Any violation of this code may result in fines of up to \$500.00.
- \* Drawings and plats of survey submitted for ground signs must contain exact dimensions of setbacks from property lines and adjacent rights-of-way, and linear feet of property and building adjacent to roadways.
- \* 2017 NEC and local amendments apply, disconnect required on all illuminated signs and UL Listed.
- \* All submitted drawings must be drawn to a common scale.
- \* All holes in building walls to be patched and painted prior to new or replacement signs being installed.

**Office use only**

Complies with all applicable codes \_\_\_\_\_ Variation required \_\_\_\_\_ Special use required \_\_\_\_\_  
Total signage permitted \_\_\_\_\_ Total signage to date \_\_\_\_\_ Inventory sheet included \_\_\_\_\_  
Approve \_\_\_\_\_ / \_\_\_\_\_ Denied \_\_\_\_\_ / \_\_\_\_\_

**SIGN  
INFORMATION**

**\*ALL JOB SITE DUMPSTERS  
MUST BE FROM GROOT**



**Community  
Development**

**PERMITS  
Made  
EASY**

**Permit Submittal and Review  
INFORMATION**

**EXPRESS PERMITS**

	Numbers to Know
• Garage Sale	J.U.L.I.E. 811
• Temporary Banners	GROOT (dumpsters) 800-244-1977
• Water Heaters	Building Department 847-588-8040
• Roof (Residential)	Zoning Questions 847-588-8075
• Windows	Permit Technician 847-588-8048
• Patio / Driveway / Sidewalk	Electrical Inspector 847-588-8067
• Air Conditioner	Plumbing Inspector 847-588-8068
• Sewer repair	Mechanical Inspector 847-588-8068
• Shed	Roofs/ Fences/ Concrete 847-588-8064
• Furnace	Fire Code Inspector 847-588-8069
	Health Inspector 224-257-0774
	Framing Inspector 847-588-8067
	Engineering Dept. 847-588-7900
	Public Works 847-588-7900
	Water Dept. 847-588-7900
	Police / Fire 911

**STANDARD REVIEW**

The Village of Niles prides itself on having a very quick review process. Most permits of a normal size job will be reviewed by all trades within 10 business days of submittal. Please keep in mind what slows down the review process is incomplete applications, wrong phone numbers, and missing requirements. Please review this informational pamphlet in detail before submitting your application.

**Village of Niles Website  
[WWW.VNILES.COM](http://WWW.VNILES.COM)**