

Building/Tenant frontage in Linear FT \_\_\_\_\_

**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 a copy 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.
- \* 2020 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.
- \* Any electrical work must be shown on the sketch if applicable.

**SIGN  
INFORMATION**

**Permit Submittal and Review**  
**\*ALL JOB SITE DUMPSTERS  
 MUST BE FROM GROOT**

**CHECK LIST**

- \_\_\_\_ Copy of Sign Drawings
- \_\_\_\_ Drawings & Plats of Survey for ground signs
- \_\_\_\_ Electrical drawing/work IF Applicable

**Numbers to Know**

- J.U.L.I.E. 811
- GROOT (dumpsters) 800-244-1977
- Building Department 847-588-8060
- Zoning Questions 847-588-8077
- Permit Technician 847-588-8043
- Electrical Inspector 847-588-8067
- Plumbing Inspector 847-588-8068
- Mechanical Inspector 847-588-8067
- Roofs/ Fences/ Concrete 847-588-8064
- 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



***Community  
 Development***

**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.

***PERMITS  
 Made  
 EASY***

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