



Village of Niles

1000 Civic Center Drive
Niles, Illinois 60714
847-588- 8040

APPLICATION FOR SIGN PERMIT

Address of Sign: _____ Building Frontage in feet _____

Business Name: _____

Property Owner Information

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____

Contractors Information

(\$25,000 permit bond required to be submitted with application (unless on file))

SIGN COMPANY

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: (_____) _____

Contact Person: _____

ELECTRICIAN (IF APPLICABLE)

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: (_____) _____

Contact Person: _____

Elect Reg # _____ Municipality _____

Important Information to 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.
- 2005 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.

Required Signatures

The undersigned agrees that the proposed sign, described in this application, for which this permit is applied for will be constructed in all respects in accordance with the plans and specifications submitted herewith, and in accordance with the provisions and regulations of the Village of Niles Municipal Code applicable thereto in force when construction is commenced and further agrees that in the event of any variance or conflict between the plans and specifications submitted herewith, and the provisions or regulations of said ordinances and/or codes pertaining to such construction, that the provisions or regulations contained in said ordinances shall govern and shall be followed.

Signature of Property Owner: _____ Date: _____

Signature of Property Lessee: _____ Date: _____

Signature of Owner of Sign: (if different than above) _____ Date: _____

Signature of Applicant: (if different than above) _____ Date: _____

Address of Sign: _____

Sign 1

Type of Sign: Ground Wall Window Canopy/Awning Directional Other _____

Size in Square Feet: _____ Dimensions: _____ Height of sign at highest point: _____
(Note: The size of the sign is determined by drawing a box around all elements of the sign)

Illuminated: No Yes if yes, Internal External Other explain: _____
(Note: A completed 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 _____

Size in Square Feet: _____ Dimensions: _____ Height of sign at highest point: _____
(Note: The size of the sign is determined by drawing a box around all elements of the sign)

Illuminated: No Yes if yes, Internal External Other explain: _____
(Note: A completed 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 _____

Size in Square Feet: _____ Dimensions: _____ Height of sign at highest point: _____
(Note: The size of the sign is determined by drawing a box around all elements of the sign)

Illuminated: No Yes if yes, Internal External Other explain: _____
(Note: A completed 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 4

Type of Sign: Ground Wall Window Canopy/Awning Directional Other _____

Size in Square Feet: _____ Dimensions: _____ Height of sign at highest point: _____
(Note: The size of the sign is determined by drawing a box around all elements of the sign)

Illuminated: No Yes if yes, Internal External Other explain: _____
(Note: A completed 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 _____

OFFICE USE ONLY

Complies with all applicable codes _____ Variation Required _____ Special Use Required _____
Inspector Inspector Inspector

Total signage permitted _____ Total signage to date _____ Inventory sheet included