

Community Development • 1050 W. Romeo Road • Romeoville, IL 60446-1329 (815) 886-7200 • (815) 886-2724 • Email: <u>buildinginspections@romeoville.org</u>

| Office Use Only |
|-------------------|
| Received By: |
| Permit #: |
| Permit Fee Amt \$ |

| WINDOW SIGN APPLICATION Application Date/ | | | | | | | | |
|---|--|--|--|--|--|--|--|--|
| ADDRESS OF SIGN: | | | | | | | | |
| BUSINESS PARK OR SUBDIVISION: | | | | | | | | |
| TYPE C | F SIGN: | | | | | | | |
| | | | | | | | | |
| Sign Height | | Estimated Value of Sign | | | | | | |
| Sign Area | | Total Sign Area on Site | | | | | | |
| NOTES: Please read the requirements and place a ✓ in the column to the left to confirm that you understand and agree. | | | | | | | | |
| | 1. Each sign | 1. Each sign requires a separate permit application. | | | | | | |
| | 2. Each application shall include a site plan showing the sign location, setbacks, the locations and sizes of all other sign on the site, and the distance between signs | | | | | | | |
| | 3. Each appli | 3. Each application shall include by 3 complete sets of construction drawings. | | | | | | |
| | 4. Each application shall include a letter from the property owner authorizing the sign. | | | | | | | |
| Contractor Information If you are using a contractor or sub-contractor, a signed copy of the contract shall be included with the application and the following information shall be provided. All contractors and sub-contractors doing work in Romeoville shall be registered, insured and bonded with the Village. | | | | | | | | |
| Prope | rty Owne | r Information | | | | | | |
| Owner's Name | | | | | | | | |
| Owner's Address | | | | | | | | |
| Owner's Phone | | | | | | | | |
| Appli | cant | | | | | | | |
| Applicant's Name | | | | | | | | |
| Applicant's Address | | | | | | | | |
| Applicant's Phone | | | | | | | | |

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| Sig | n Installer | (General Contractor) | | | | | | | |
|--|--|--|---------------------------------------|----------------------------------|------------|--|--|--|--|
| Contr | actor's Name | | | | | | | | |
| Contr | actor's Address | | | | | | | | |
| Contr | actor's Phone | | | | | | | | |
| Ele | ectrician | (if applicable) | | | | | | | |
| Contr | Contractor Name | | | | | | | | |
| Contr | Contractor Address | | | | | | | | |
| Contr | actor Phone | | | | | | | | |
| Note Elec | e for etrician: | An illuminated window sign shall plug directly into an outlet without the use of an extension cord. The outlet shall not be enclosed above a drop ceiling. 1: | | | | | | | |
| Requirement | | | | ✓ to confirm that you have shown | Office Use | | | | |
| You shall submit drawings or pictures depicting your entire store front. | | | f | Drawing/pictures included | | | | | |
| (incl | uding glass doo | | N N N N N N N N N N N N N N N N N N N | here Community Ma | | | | | |
| Permit & Inspection Requirements Please read the requirements and place a ✓ in the column to the left to confirm that you understand and agree. | | | | | | | | | |
| | The Building Permit shall be posted in the building's window where it can be seen from the street. | | | | | | | | |
| Each phase of construction shall be inspected and approved by the Village of Romeoville prior to proceed to the next stage of construction. | | | | | | | | | |
| | • All inspections shall be scheduled 72 hours in advance by calling (815)886-7200 or by emailing buildinginspections@romeoville.org . Your permit number shall be provided when inspections are scheduled. | | | | | | | | |
| | | • BUILDING FINAL INSPECTION. | | | | | | | |
| | | ELECTRICAL FINAL INSPECTION. | | | | | | | |
| | | • Failure to call for required inspections may result in a "Stop Work Order". | | | | | | | |
| | • Should you fail an inspection, a re-inspection fee shall be paid before continuing work and before scheduling another inspection. | | | | | | | | |
| | The project shall start within ninety (90) days from the date the permit is issued and completed within one hundred and eighty (180) days. | | | | | | | | |

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I hereby declare that I have read and understood this application. The above information and any attachments are correct. I agree, that in consideration of and upon issuance of a building or use permit, that I am allowed to do such work as herewith applied for, and that such premises shall be used only for such purposes as set forth above.

I hereby certify that I am the owner of record of the named property, or that the proposed work is authorized by the owner of record and that I have been authorized by the owner to make this application as his authorized agent and I agree to conform to all applicable laws of this jurisdiction. In addition, if a permit for work described in this application is issued, I certify that the code official or the code official's authorized representative shall have the authority to enter areas covered by such permit at any reasonable hour to enforce the provisions of the code(s) applicable to such permit.

| Signature of Applicant: | Date: | | | | | | | | |
|---|-------|------|---------|---------------|------|--|--|--|--|
| Building Sign Installation Waiver Received by: | | | | Date: | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| OFFICE USE ONLY - Approval & Review Status | | | | | | | | | |
| Zoning Approval: | | | Date: | | | | | | |
| Building Approval: | 1 | | Date: | | | | | | |
| Electric Approval: | rage | O I | | Date: | | | | | |
| | 400 | | - | 74 | | | | | |
| Clerical | | | | | | | | | |
| Clerical to check on all contractors to make sure that they are current with their license. | | | | | | | | | |
| Contacted Date: | | | | Contacted By: | | | | | |
| | | | ere Com | munity Wat | tero | | | | |
| | | | Com | | 0 | | | | |
| | | Wh | ere | | | | | | |
| | | No - | | | | | | | |

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