

# City of Rockford, Illinois

Community & Economic Development Department  
 Construction and Development Services  
 425 East State Street, Rockford, IL 61104  
 Phone: (779) 348-7158 Fax: (815) 967-4243  
 Web: www.rockfordil.gov



## PERMANENT SIGN PERMIT APPLICATION

Zoning Clearance #:

Applicant to complete sections I-VII

App. #:

<b>I. Prior to completing this application answer the following:</b>							
1. Are you, as applicant an outdoor sign contractor licensed with the City of Rockford Revenue Division? <input type="checkbox"/> Yes <input type="checkbox"/> No		2. Will the sign (including awning, canopy or marquee) project into a public right of way? <input type="checkbox"/> Yes <input type="checkbox"/> No		3. Will the sign (including awning, canopy or marquee) be illuminated, electrified or will it require an electrical service? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Existing			
4. Have you prepared drawings indicating the size, supports and, in the case of free standing signs, a site plan indicating location(s) of sign(s) on property relative to property lines, buildings and paving as well as sign elevations. <input type="checkbox"/> Yes <input type="checkbox"/> No				5. Is a freestanding sign to be taller than 35' or more than 240 sf in area on one side? <input type="checkbox"/> Yes <input type="checkbox"/> No			
<b>II. Project &amp; Owner Information</b>							
Street Address of Proposed Sign						P.I.N.	
Name of Business To be Identified							
Name of Business Owner						Phone	
<b>III. Contractors</b>							
<b>A. Sign Contractor (City License Required)</b>							
Company				License #			
Address				City		State	Zip
Phone		Fax		Email			
<b>B. Electrical Contractor (City Registration Required)</b>							
Contractor				Phone		Registration #	
<b>IV. Project Valuation</b>							
Total Cost of Project \$		Total Cost of Electrical ONLY \$		Expected Start Date:		Expected Completion Date:	
<b>V. Project Information</b>							
Subject property is a: <input type="checkbox"/> Corner Lot (or) <input type="checkbox"/> Interior Lot				The Proposed Sign is a: <input type="checkbox"/> Business Identification <input type="checkbox"/> General Service <input type="checkbox"/> Billboard <input type="checkbox"/> Face Change ONLY			
Describe full scope of work _____							
<b>A. Type of Sign (Check all that apply)</b>							
<b>Wall</b> <input type="checkbox"/> Flat <input type="checkbox"/> Letter <input type="checkbox"/> Projecting ▼ Ft      In		<b>Free Standing</b> <input type="checkbox"/> Pole <input type="checkbox"/> Pylon <input type="checkbox"/> Monument		<input type="checkbox"/> Low-Profile <input type="checkbox"/> Directional <input type="checkbox"/> Changeable		<input type="checkbox"/> Menu Board <input type="checkbox"/> Directory <input type="checkbox"/> Changing (Electric)	
				<b>Illuminated or Electrified?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Existing		<b>Permanent Wall Structures</b> <input type="checkbox"/> Awning <input type="checkbox"/> Canopy <input type="checkbox"/> Marquee	
						<input type="checkbox"/> Other (specify below) _____ _____	
<b>B. Sign Details</b>							
<b>Size of Sign</b> Height                      x      Width                      = Area                      square feet				<b>Height of Sign (if applicable)</b> From Grade to Top of Sign:                      feet                      inches			
<b>Sign Setbacks (if applicable)</b>							
Sign Base:				Sign Face:			

**PERMANENT SIGN PERMIT APPLICATION...CONTINUED**

**Directional Signs:** Non-advertising on-site directional signs are permitted (i.e., indicating entrance, exit, caution, restrooms, slow, no trespassing, parking regulations) when located on the same zoning lot and pertaining to a particular business. The business identification face for each directional sign is limited to two (2) square feet, and the total sign face is limited to ten (10) square feet.

*Directional signs DO require a sign permit.*

**Additional Permits and/or Information May Be Required:** A separate building permit is required where: 1) freestanding pole or pylon signs [including billboards] are more than 20' in height and more than 240 SF in area [on one side excluding supports], or 2) freestanding pole or pylon signs are more than 35' in height regardless of area. Structural calculations for the foundation, supports and frame prepared by an Illinois licensed Architect or Structural Engineer shall be submitted for such instances. [Note: basic wind speed in Rockford is 90 m.p.h. (3 second gust)].

**Inspections:** The applicant/contractor(s) shall call for inspections of electrical work and foundations [following form and reinforcing placement and prior to pouring of concrete], if applicable. There may be additional fees required for any additional permits.

<b>VI. Additional Information</b>			
Lineal Feet of STREET Frontage:	x 1.5 =	Square Feet Allowed.	
Lineal Feet of STORE Frontage:	x (see right) =	Square Feet Allowed.	If (5) five or fewer businesses use: 2 If (6) six or more businesses use: 3
Number of existing wall signs on property:		Total Square Feet:	
Number of existing free-standing signs on property:		Total Square Feet:	
Total square feet of existing and proposed signs =		Square Feet.	

▶▶ **Site plan, sign elevations and building elevations indicating sign locations must be included with this application. (Photographs may be used for building elevations.) Failure to provide all required documents may result in delayed permit issuance.**

<b>VII. Applicant's Certificate</b>	
As owner or authorized agent of the project for which this application is being filed, I hereby certify:	
<ol style="list-style-type: none"> <li>Plans and specifications shall accompany this form for the proposed sign, indicating location (in the form of a to scale site plan), dimensions and text.</li> <li>Failure to comply with provisions of the sign regulations is punishable by a fine of \$250.00 for each week, or portion thereof, that the violation or non-compliance continues.</li> <li>Any misrepresentation or inaccuracy of facts contained on this application will result in this permit being declared null and void, and may require removal of the structure at the expense of the owner or applicant.</li> <li>The applicant's signature below indicates the information contained in this application and on any accompanying documents is true and correct.</li> <li>If not the owner, I am certifying that the proposed work has been authorized by the owner of record and that I have been authorized by the owner to complete this application on his/her behalf. I will be acting on behalf of the owner as his/her agent.</li> </ol>	
<b>Signature of Applicant X</b>	<b>Date:</b>

<b>Staff Comments (to be completed by Staff)</b>			
Zoning District:	Zoning File #:	Prior Inspection of Job Site By:	Conflict w/ RR or Traffic Sig. <input type="checkbox"/> Yes <input type="checkbox"/> No
Zoning Comments: _____			
Zoning Approval:		Approval Date:	
Public Works Approval:		Approval Date:	
Building Comments: _____		<b>Fees</b>	
_____		Sign \$ _____	
_____		Electrical \$ _____	
_____		Tech Fee \$ _____	
Building Approval:		TOTAL \$ _____	
_____		[Invoice No.: _____]	
<b>Sign Permit Issued by:</b>			
Signature:		Approval Date:	