

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



OWNER/OCCUPANT PERMIT APPLICATION

for Owners of One Family Dwellings and Accessory Structures who plan to perform their own Electrical, Plumbing or Mechanical Work

I. Prior to completing this application read and answer the following:

<p>1. This application is limited to use for <u>detached</u> one family dwellings owned to be occupied by the applicant.</p>	<p>2. Structures to be constructed, altered, moved or enlarged using this application shall meet the provisions of the currently adopted Residential Code for One and Two-Family Dwellings and the Illinois Plumbing Code.</p>	<p>3. Permits for electrical, plumbing and mechanical work are issued separately from a building permit (separate application).</p>
<p>4. Will you, as applicant, reside at the address while work is performed?*</p> <p style="text-align: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p>5. Will you, as applicant, perform work without hiring someone else?*</p> <p style="text-align: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</p>	

II. Project & Owner Information

Project Address	P.I.N.		
Subdivision	Block	Lot	
Owner's Name	Phone	Email	
Owner's Address	City	State	Zip

Electrical Work (1010-1000-60222)

Size Of Service	Number Of Outlets	Number Of Lights/ Switch Outlets	Number Of Devices/ Appliances w/ > 120V
Describe Electrical Work			

Plumbing Work (1010-1000-60222)

Water Heater	Kitchen Sink	Tub/ Shower	Water Closet	Garbage Disposal	Dish-Washer	Washer
Describe Plumbing Work						

IV. Project Valuation

Total Cost of Project \$	Total Cost of Electrical ONLY \$	Expected Start Date:	Expected Completion Date:
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V. Project Information

<p>Subject property is a:</p> <p><input type="checkbox"/> Corner Lot (or) <input type="checkbox"/> Interior Lot</p>	<p>The Proposed Sign is a:</p> <p><input type="checkbox"/> Business Identification <input type="checkbox"/> Billboard <input type="checkbox"/> General Service <input type="checkbox"/> Face Change ONLY</p>
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Describe full scope of work

A. Type of Sign (Check all that apply)

<p>Wall</p> <p><input type="checkbox"/> Flat <input type="checkbox"/> Letter <input type="checkbox"/> Projecting</p> <p style="text-align: right;">Ft In</p>	<p>Free Standing</p> <p><input type="checkbox"/> Pole <input type="checkbox"/> Pylon <input type="checkbox"/> Monument</p>	<p><input type="checkbox"/> Low-Profile <input type="checkbox"/> Directional <input type="checkbox"/> Changeable</p>	<p><input type="checkbox"/> Menu Board <input type="checkbox"/> Directory <input type="checkbox"/> Changing (Electric)</p>	<p>Illuminated or Electrified?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Existing</p>	<p>Permanent Wall Structures</p> <p><input type="checkbox"/> Awning <input type="checkbox"/> Canopy <input type="checkbox"/> Marquee</p>	<p><input type="checkbox"/> Other (specify below)</p> <p>_____</p> <p>_____</p>
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B. Sign Details

<p>Size of Sign</p> <p>Height x Width = Area square feet</p>	<p>Height of Sign (if applicable)</p> <p>From Grade to Top of Sign: feet inches</p>
<p>Sign Setbacks (if applicable)</p>	

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.

VI. Additional Information

Lineal Feet of STREET Frontage:	x 1.5 =	Square Feet Allowed.	
	2 or 3		
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 this application. (Photographs may be used for building elevations.) Failure to provide all required documents may result in delayed permit issuance.**

VII. Applicant's Certificate

As owner or authorized agent of the project for which this application is being filed, I hereby certify:

- 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.
- 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.
- 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.
- The applicant's signature below indicates the information contained in this application and on any accompanying documents is true and correct.
- 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.

Signature of Applicant **X**

Date:

Staff Comments (to be completed by Staff)

Zoning District:	Zoning File #:	Prior Inspection of Job Site By:	Conflict w/ RR or Traffic Sig. <input type="checkbox"/> Yes <input type="checkbox"/> No
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Zoning Comments: _____

Zoning Approval: _____ Approval Date: _____

Public Works Approval: _____ Approval Date: _____

Building Comments: _____	Fees	
	Sign	\$ _____
	Electrical	\$ _____
	Tech Fee	\$ _____
Building Approval: _____	Approval Date: _____	TOTAL \$ _____
		[Invoice No.: _____]

Sign Permit Issued by:

Signature:

Approval Date:

6. Will you, as applicant, reside at the address while work is performed?*

Yes
 No

*In order to perform electrical, mechanical or plumbing work without being licensed/registered, you must reside at the one-family dwelling or be constructing or altering it for you to reside in when work is complete.

7. Will you, as applicant, perform work without hiring someone else?***

Yes
 No

*If you hire someone to assist in performing the work, they must be a City of Rockford registered electrician, City of Rockford licensed mechanical contractor or State of Illinois licensed plumber.