

**City of Rockford, Illinois**

Community & Economic Development Department  
 Construction and Development Services  
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**TEMPORARY SIGN PERMIT APPLICATION**

Zoning Clearance #:

Applicant to complete sections I-V

App. #:

<b>I. Prior to completing this application, please read the following:</b>	
<ul style="list-style-type: none"> <li>▪ Temporary signs may be in place for not more than seven consecutive days, during a six month period, commencing with the issuance of a permit for such sign.</li> <li>▪ Banners and other Temporary Signs shall be erected in compliance with the Rockford Municipal Code.</li> <li>▪ <b>MOBILE SIGNS ARE PROHIBITED!</b></li> <li>▪ Temporary signs must be anchored to the wall of the building with wire or steel cables. No strings, ropes or wood slats for anchorage or support purposes shall be permitted.</li> <li>▪ No more than two (2) temporary signs are permitted at any one time and each sign is limited to 200 square feet in area.</li> <li>▪ Signs may not exceed thirty feet (30') in height.</li> <li>▪ Signs may only be located in Commercial or Industrial zoning districts.</li> </ul>	

<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</b>			
Company		License #	
Address		City	State      Zip
Phone	Fax	Email	
<b>B. Electrical Contractor (City Registration Required)</b>			
Contractor		Phone	Registration #

<b>IV. Sign Details</b>					
<b>Type of Sign</b> <input type="checkbox"/> Banner <input type="checkbox"/> Inflatable <input type="checkbox"/> Other ▼	<b>Installation</b> <input type="checkbox"/> Freestanding. If not, how is the sign to be mounted? _____	<b>Sign Size</b> Length: _____ ft X Height: _____ ft = Area: _____ s.f.		<b>Sign Height</b> Height from <b>grade to top</b> of sign: Ft      In	<b>Illuminated or Electrified?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Existing
		<b>Date to be Erected?</b>	<b>Date to be Removed?</b>		

► **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>V. 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>1. 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>2. 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>3. 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>4. The applicant's signature below indicates the information contained in this application and on any accompanying documents is true and correct.</li> <li>5. 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>

**TEMPORARY SIGN PERMIT APPLICATION...STAFF CLEARANCE**

<b>Staff Comments (to be completed by Staff)</b>				
<b>Zoning District:</b>	<b>Zoning File #:</b>	<b>Prior Inspection of Job Site By:</b>	<b>Conflict w/ RR or Traffic Signals?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	<b>Prayer of Petitioner Request?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Comments:</b> _____ _____ _____			<b>Fees</b>	
			Sign \$ _____	
			Electrical \$ _____	
			Tech Fee \$ _____	
<b>Approval:</b>			<b>TOTAL</b> \$ _____	
<b>Approval Date:</b>			[Invoice No.: _____ ]	
<b>Sign Inspection Date:</b>	<b>Insp. By:</b>	<b>Compliance:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No		