

City of Rockford, Illinois

425 East State Street, Rockford, IL 61104
 Lawrence J. Morrissey, Mayor
 Bonnie Henry, MCP, CBO, Director of the Building Dept.
 Phone: (815) 987-5585 Fax: (815) 967-4243 TDD: (815) 987-5718



AWNING, CANOPY or MARQUEE that extends into a City of Rockford Right-of-way PERMIT APPLICATION

Prior to completing this application:

1. Is awning, canopy or marquee going to extend into a public right of way? _____
 - a. How wide is sidewalk from building to curb/street or alley pavement edge? _____
 - b. How far does awning, canopy or marquee extend into the right-of-way? _____
2. How far will the awning, canopy or marquee be above the paving/sidewalk below? _____
3. Is the awning, canopy or marquee to be illuminated or otherwise electrified? _____
4. Will the awning, canopy or marquee have any applied text or graphics? _____
5. Was the awning, canopy or marquee indicated on an application for another building permit? _____

1. Address/location of proposed awning, canopy or marquee: _____
2. Name of applicant/organization: _____
 Contact person: _____ Phone: _____
3. Name of awning, canopy or marquee Installer: _____
 _____ Phone: _____
 (Address) (City) (State) (Zip)
4. Electrical Contractor: _____ Phone: _____
 _____ Registration No.: _____
 (Address) (City) (State) (Zip) (Rockford)
5. This application is for: (circle all that apply) AWNING(S) CANOPY(IES) MARQUEE(S)
6. Value of materials and installation of awning or canopy excluding electrical work \$ _____

The undersigned hereby applies to the City of Rockford, Illinois for a permit to erect (an) awning(s) canopy and/or marquee as described herein, and if granted, the permit applied for shall comply with all requirements of City Ordinances relating thereto and pay the fees required by such ordinances. No error or omission in this application, whether approved by the Building, Public Works or Zoning Section of the Community Development Departments or not, shall permit or relieve the applicant from erecting the awning, canopy or marquee in a manner other than provided for in the Ordinances of this City relating thereto. I hereby certify that the proposed awning, canopy or marquee is authorized by the property owner of record and that I have been authorized by the property owner and fully understand the intent thereof declares that the information contained in this application is true and correct.

X _____
 (Signature of Applicant) (Date) (Name of Owner) typed or printed

 (Name of Applicant) typed or printed (Street Address of Applicant)

 (Title) (Phone#) (City, State, Zip of Applicant)

AWNING, CANOPY or MARQUEE PERMIT APPLICATION (continued)

1. Awnings, canopies and marquees extending into a public right of way require clearance by the **Public Works Department** and signing a **letter of agreement** including stipulated conditions and proof of insurance. The Public Works Department reserves the right to inspect conditions or request removal at no expense to the City.
2. Awnings, canopies and marquees with internal illumination or other electrical equipment require both a building (awning/canopy/marquee) permit and an electrical permit. Electrical work shall be performed by a Registered Electrician.
3. Awnings, canopies or marquees with applied text or graphics may require sign permits.
4. A request for **inspection by the Building Department Building Division (987-5749)** shall be made a minimum of 24 hours or 1 business day prior to when installation of awning, canopy or marquee is nearing completion.
5. When internal illumination or electrical equipment is to be used, a request for **inspection by the Building Department Electrical Division (987-5749)** shall be made a minimum of 24 hours or 1 business day prior to when electrical work is nearing completion.

ZONING CLEARANCE (completed by Zoning staff)

Zoning District: _____ Zoning File No.: _____

Zoning Comments: _____

Zoning Clearance issued by: _____ Date: _____

PUBLIC WORKS CLEARANCE (completed by Public Works staff)

Extends into public right of way over a: _____ Sidewalk _____ Street _____ Alley _____

Public Works Comments: _____

Letter of Agreement signed by applicant and City of Rockford _____

Public Works Clearance issued by: _____ Date: _____

FOR OFFICE USE ONLY (completed by Building staff)

Bldg. Dept. Comments: _____ _____ _____ _____	Fees (circle one per line) _____
	Electrical: _____ 25 N/A
	Building: _____
	Processing: _____ 30
	Tech. Fee 10101000-60228 _____
	\$Total: _____

Awning/Canopy/Marquee permit issued by: _____ Date: _____