

Date Received: _____

Permit Number: _____

VILLAGE OF TINLEY PARK, ILLINOIS PERMANENT SIGN PERMIT APPLICATION

The following items must be submitted with this application:

- ☐ One (1) color copy of the sign plan, including all dimensions and the square footage of the sign.
- ☐ One (1) color rendering of the sign as it is proposed on the building or on the property.
- ☐ An aerial photograph, current Plat of Survey, and/or Site Plan with the sign location marked.
- ☐ A copy of written consent from the owner of the building or land on which the sign is to be erected.
- ☐ UL Listing or documentation from a nationally-recognized testing laboratory.
- ☐ Completed Sign Information Page for each sign.

APPLICANT & BUSINESS INFORMATION

Name of Applicant: _____ Phone Number: _____
Applicant's Company: _____ Email: _____
Person to Call When Permit is Ready: _____ Phone Number: _____
Name of Business: _____
Business Address: _____
Name of Business Owner: _____ Phone Number: _____
Name of Property Owner: _____ Phone Number: _____
Management Company: _____ Phone Number: _____
Management Company Address: _____ ☐ Not Applicable

CONTRACTOR INFORMATION

Sign Installer: _____ Phone Number: _____
Sign Installer Address: _____
Electrician: _____ Phone Number: _____
Electrician Address: _____ ☐ Not Applicable
Masonry Installer: _____ Phone Number: _____
Masonry Installer Address: _____ ☐ Not Applicable
Concrete Installer: _____ Phone Number: _____
Concrete Installer Address: _____ ☐ Not Applicable

***** ATTACH SIGN INFORMATION PAGE FOR EACH SIGN *****

PLEASE MAKE SURE THAT THE APPLICATION IS COMPLETE AND THAT THE
PROPOSED SIGNAGE MEETS ALL APPLICABLE VILLAGE CODES BEFORE SIGNING.

Applicant Signature: _____ Date: _____

VILLAGE OF TINLEY PARK, ILLINOIS
PERMANENT SIGN PERMIT APPLICATION: SIGN INFORMATION PAGE

SIGN INFORMATION

Please provide the following information for each sign. Copy this page as needed.

Sign # _____ of _____ (total quantity of signs) Estimated Cost of Sign: _____

Sign Location: ☐ On Building ☐ On Property ☐ On Building ☐ Other
 (wall/façade) (freestanding) (window/door) Location: _____

Notes on Sign Location: _____

Sign Height: _____ Sign Length: _____ Sign Weight (lbs.): _____

Freestanding Signs Only: Total Sign Height: _____ Landscaping at Base (sq.ft.): _____

Sign Face Area (sq.ft.): _____ Tenant's Gross Floor Area (sq.ft.): _____

Tenant's Building Frontage (ft.): _____ Tenant's Lot Frontage (ft.): _____

Sign Text: _____

Sign Colors: _____

Sign Materials: _____

Illumination? ☐ None ☐ Yes: _____

Type of Anchor(s) Used to Support Sign: _____

Type of Material that Sign is Being Anchored To: _____

Office Use Only:

Zoning District: _____

Sign Type: _____

Variance? ☐ No ☐ Yes: _____

Change to Nonconforming Sign? ☐ No ☐ Yes: _____

Notes: _____
