



**Building Department**  
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[www.cityofsycamore.com](http://www.cityofsycamore.com)

For Office Use Only	
Permit No:	_____
Zoning District:	_____
Date:	_____
Fee: \$	_____
Approved:	_____
Located in Downtown Conservation District?	Yes No

## APPLICATION FOR PERMANENT SIGN PERMIT

*THIS APPLICATION MUST BE COMPLETE AND LEGIBLE*

### 1. SIGN INFORMATION

**Business where sign will be located.**

Name of Business: \_\_\_\_\_

Business Address: \_\_\_\_\_

**SIGN #1**

- Single Faced     Double Faced  
 Illuminated     Non-illuminated

**Structural Type**

- Awning     Projecting (from Building)  
 Canopy     Roof  
 Ground/Pole     Wall  
 Other (List): \_\_\_\_\_

**Sign Dimension**

H \_\_\_\_\_ ft. x W \_\_\_\_\_ ft. = Total Sign Area: \_\_\_\_\_ sq.ft.

**Ground Sign Only:** Total Height from finished grade: \_\_\_\_\_ ft.

**Message Board "MB" Dimension (if applicable)**

H \_\_\_\_\_ ft. x W \_\_\_\_\_ ft. = Total MB Area: \_\_\_\_\_ sq.ft.

**SIGN #2**

- Single Faced     Double Faced  
 Illuminated     Non-illuminated

**Structural Type**

- Awning     Projecting (from Building)  
 Canopy     Roof  
 Ground/Pole     Wall  
 Other (List): \_\_\_\_\_

**Sign Dimension**

H \_\_\_\_\_ ft. x W \_\_\_\_\_ ft. = Total Sign Area: \_\_\_\_\_ sq.ft.

**Ground Sign Only:** Total Height from finished grade: \_\_\_\_\_ ft.

**Message Board "MB" Dimension (if applicable)**

H \_\_\_\_\_ ft. x W \_\_\_\_\_ ft. = Total MB Area: \_\_\_\_\_ sq.ft.

**SIGN #3**

- Single Faced     Double Faced  
 Illuminated     Non-illuminated

**Structural Type**

- Awning     Projecting (from Building)  
 Canopy     Roof  
 Ground/Pole     Wall  
 Other (List): \_\_\_\_\_

**Sign Dimension**

H \_\_\_\_\_ ft. x W \_\_\_\_\_ ft. = Total Sign Area: \_\_\_\_\_ sq.ft.

**Ground Sign Only:** Total Height from finished grade: \_\_\_\_\_ ft.

**Message Board "MB" Dimension (if applicable)**

H \_\_\_\_\_ ft. x W \_\_\_\_\_ ft. = Total MB Area: \_\_\_\_\_ sq.ft.

**SIGN #2**

- Single Faced     Double Faced  
 Illuminated     Non-illuminated

**Structural Type**

- Awning     Projecting (from Building)  
 Canopy     Roof  
 Ground/Pole     Wall  
 Other (List): \_\_\_\_\_

**Sign Dimension**

H \_\_\_\_\_ ft. x W \_\_\_\_\_ ft. = Total Sign Area: \_\_\_\_\_ sq.ft.

**Ground Sign Only:** Total Height from finished grade: \_\_\_\_\_ ft.

**Message Board "MB" Dimension (if applicable)**

H \_\_\_\_\_ ft. x W \_\_\_\_\_ ft. = Total MB Area: \_\_\_\_\_ sq.ft.

**2. CONTACT INFORMATION**

<u><b>Applicant</b></u>	<u><b>Business Owner</b></u>
Name: _____	Business Name: _____
Address: _____	Owner's Name: _____
City/State/Zip: _____	Address: _____
Day Phone: _____	City/State/Zip: _____
Cell Phone: _____	Day Phone: _____
E-Mail: _____	Cell Phone: _____
	E-Mail: _____
<u><b>Sign Company</b></u> <input type="checkbox"/> Same as Applicant above.	<u><b>Electrical Contractor</b></u>
Name: _____	Name: _____
Day Phone: _____	Day Phone: _____
Cell Phone: _____	Cell Phone: _____
E-mail: _____	Sycamore License No: _____
	All electrical contractors performing work within the city limits are required to possess an <b>Electrical License</b> issued by the City of Sycamore.

**3. REQUIRED SUBMITTAL CHECKLIST**

- I have reviewed and understand the attached Summary of Sign Requirements.
- Diagram of Sign – see page 3
- Site Plan – see page 3

**4. SIGNATURE REQUIRED**

I hereby certify that the information contained in this application is true, correct, and that I have read, understand and will conform to all City of Sycamore's Codes and Ordinances, specifically Article 6.8 of the Unified Development Code as it pertains to this application for permit. I also agree that all work performed under said permit will be in accordance with the approved plans, specifications, and dimensions shown on the Sign Diagram and Site Plan, except for such changes as may be necessary, authorized or required by the City of Sycamore. No work shall be conducted until a permit is issued and obtained.

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**INCLUDE THE FOLLOWING IN SIGN DIAGRAM**

1. If you are submitting a rendering prepared by a sign company, write "See Attached" below and attach to this application
2. All dimensions of the proposed sign.
3. Height from finished grade.
4. Wording on proposed sign.

**INCLUDE THE FOLLOWING IN SITE PLAN**

1. If attaching a site plan prepared on a separate sheet, write "See Attached" below, and attach it to this application.
2. An arrow indicating "north".
3. All streets and alleys adjacent to the property.
4. The proposed sign on the lot and label it "sign".
5. Any existing structures on the lot and label them with an "X".
6. Show setback dimensions (10' min) from property line, and include the distance from the proposed sign to all property lines (front, side and rear), existing structures and easements.
7. If applying for a wall sign, a rendering of the building elevation where the wall sign will be placed, along with dimensions of the wall.
8. No sign shall be erected in the sight triangle.