



COMMUNITY DEVELOPMENT DEPARTMENT

SIGN PERMIT APPLICATION

BUSINESS INFORMATION:		
BUSINESS NAME	ADDRESS	
CONTACT PERSON	PHONE #	FAX #
BUILDING/UNIT SIZE (SQFT) (WALL SIGNS ONLY)	WIDTH OF FACADE TO RECEIVE SIGNAGE (WALL SIGNS ONLY)	
NEW BUSINESS INFORMATION:		
OPENING DATE	TOTAL # OF EMPLOYEES	

SIGN CONTRACTOR INFORMATION:		
SIGN CONTRACTOR/DESIGNER	CONTACT PERSON	PHONE #
ADDRESS	CITY, STATE, ZIP	FAX #

ELECTRICAL CONTRACTOR INFORMATION:		
ELECTRICAL CONTRACTOR	CONTACT PERSON	PHONE #
ADDRESS	CITY, STATE, ZIP	FAX #

SIGN INFORMATION:		
SIGN CLASSIFICATION	PERMANENT <input type="checkbox"/> Original <input type="checkbox"/> Replacement	TEMPORARY* (only 4 temporary permits issued per year) <input type="checkbox"/> Original Dates of Display _____ <input type="checkbox"/> Renewal Dates of Display _____
SIGN TYPE	Ground Wall Awning Banner Balloon Other _____ <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
ILLUMINATION	<input type="checkbox"/> No <input type="checkbox"/> Yes (Internally / Externally)	
SIGN DIMENSIONS:	Total # Sign Faces:	Sign Projection Measurement (Wall Signs):
	Sign Area (Sq. Ft.):	Sign Structure Height Measured from Grade (Ground Signs):

* Temporary signs are authorized for display for twenty (20) days from date of permit issuance. Each subsequent twenty (20) day period of display requires re-submittal of the application form and payment of applicable fees to renew the permit.

PRIMARY CONTACT FOR APPLICATION:

CENTRAL SIGN DISTRICT REQUIREMENTS (see attached map):
STATE HOW THE PROPOSED SIGN INTEGRATES INTO, AND COMPLEMENTS, THE EXISTING CHARACTER OF THE SIGN DISTRICT

NOTES:

- In order for the Village to process any sign permit application, a *Sign Application Checklist* from must be **completed in full** and attached to the *Sign Permit Application*, along with any required drawings, etc. A separate *Sign Permit Application* must be filled out for each sign type requested.
- All balloons permits require a refundable \$100.00 deposit which will be returned upon removal of the balloon. This deposit is to be made in addition to the \$25.00 fee for the temporary sign/balloon permit fee.
- **No sign** shall be constructed until a permit for such sign has been obtained by the Village of Plainfield. Additionally, **no sign** shall be installed or relocated until **AFTER** the permit has formally been issued and picked up by the applicant. A violation could result in a fine of \$50.00 or more and immediate removal of the sign.
- Once the applicant has been notified that a sign permit has been issued, the applicant has **1 week (7 days)** from the date that it was issued to pick up the permit in the Building Division.
- Submit all sign permit application documents, or direct questions, to the Planning Division at (815) 439-2824. Information regarding signs can also be obtained by visiting the Village website at www.plainfield-il.org.
- Sign permit application processing may take up to **ten (10) working days** from time of submission.

I HEREBY CERTIFY THAT I HAVE READ, UNDERSTAND AND AGREE TO CONFORM TO ALL GOVERNING INFORMATION AND REGULATIONS SET FORTH BY THE VILLAGE BOARD OF TRUSTEES OF THE VILLAGE OF PLAINFIELD.

SIGNATURE OF APPLICANT DATE

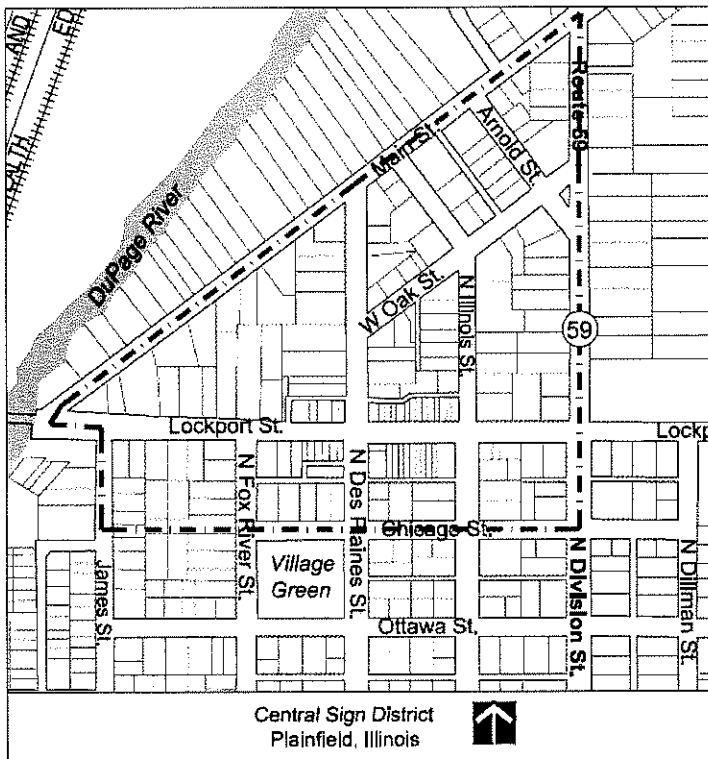
SIGNATURE OF OWNER OR AUTHORIZED AGENT (REQUIRED IF NOT APPLICANT) DATE

SIGN PERMIT APPLICATION CHECKLIST:

- Completed sign permit application form
- Scale drawing showing accurate dimensions of the sign
- Drawing of the sign showing the method of construction and attachment to the building, other structure, or in the ground. Include sign measurements, including projection depth, and illumination specifications (if applicable)
- Building elevation with dimensions showing the proposed placement of the sign on the building **(Wall Signs Only)**
- Site plan showing the proposed sign location and the setbacks from the property lines. Include sign to ground level height measurements **(Ground Signs Only)**
- Landscape plan showing placement and dimensions of plantings in relation to the proposed sign **(Permanent Ground Signs & Temporary Subdivision Project Signs Only)**
- Completed electrical permit application **(Illuminated Signs Only)**
All signs must bear the approval stamp of the Underwriters Laboratory.
All outdoor electric signs shall be controlled by a safety switch installed on or near sign, accessible to persons in repair service.
The wiring on all outdoor signs and billboards shall be encased in rigid conduit.
- Contractor registration application form (annual requirement)

Sign Permit Fees:

- \$1.00 per square foot of permanent sign face (\$2.00 per square foot if double-sided)
- \$25.00 flat fee for temporary signs
- \$100.00 refundable balloon deposit fee **(make deposit as separate payment)**
- \$30.00 electrical permit fee
- \$150.00 contractor registration fee



VILLAGE OF PLAINFIELD

CONTRACTOR REGISTRATION APPLICATION

DATE APPLIED: _____

BUSINESS INFORMATION:

NAME OF BUSINESS: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

BUSINESS PHONE: _____ FAX: _____

TRADE: _____ GENERAL _____ OR SUB-CONTRACTOR _____

24 HOUR EMERGENCY PHONE NUMBER (REQUIRED): _____

GENERAL CONTRACTORS:	Are required to submit the application, pay \$150 annual registration fee, provide a SIGNED, SURETY BOND in the amount of \$10,000.00 and CERTIFICATE OF INSURANCE for General Liability in the amount of \$500,000.00 listing the Village of Plainfield as certificate holder.
SUB-CONTRACTORS:	Are required to submit the application and pay \$150 annual registration fee.
ELECTRICAL CONTRACTORS:	Are required to submit the application, pay \$150 annual registration fee, CERTIFICATE OF INSURANCE for General Liability in the amount of \$500,000.00 listing the Village of Plainfield as certificate holder and a copy of current Illinois electrical license where electric test was taken.
PLUMBING CONTRACTORS:	Are required to submit the application, NO FEE, and provide a copy of the Illinois Health Certificate in the business name and the Owner's Journeyman's card or Illinois Health Certificate.
ROOFING/SIDING CONTRACTORS:	All roofing & siding contractors who are acting as Generals, are required to submit the application, pay \$150 annual registration fee, provide a SIGNED, SURETY BOND in the amount of \$10,000.00 and CERTIFICATE OF INSURANCE for General Liability in the amount of \$500,000.00 listing the Village of Plainfield as certificate holder. Roofers must provide a current copy of State of Illinois Roofing License.

All contractors must submit an updated Contractor registration form yearly. A fax copy of the General Liability and Surety Bond is acceptable.

Signature: _____ ANNUAL FEE: \$150.00 is non-refundable

-----FOR OFFICE USE ONLY-----

Registration No. _____ Issued By: _____

Date Issued: _____

Village of Plainfield, 24401 W. Lockport St., Plainfield, IL 60544 – Phone (815) 439-2937, Fax (815) 609-6114

1/9/2006

**APPLICATION FOR ELECTRICAL PERMIT
VILLAGE OF PLAINFIELD
ILLINOIS**

The Permit issued on this application will authorize only work specified. Contractor must give complete information as indicated below.

Date of Application: _____

Type of Job: Electrical Service Electrical Upgrade Basement Remodel
 Residential Addition Swimming Pool Hot Tub Other: _____

Address: _____ Lot #: _____

Owner Name: _____

Owner Address: _____ City, State, Zip: _____

Owner Phone: (____) _____ **Cost of Installation:** \$ _____

ELECTRICAL CONTRACTOR INFORMATION

Name of company: _____

Street: _____ City, State, Zip: _____

Direct Phone # or Cell: (____) _____ Supervising Electrician: _____

Remarks: _____

I hereby declare that the above and attached information is correct and agree, in consideration of and upon issuance of a Building & Use Permit, to do or allow to be done only such work herewith applied for, and that such premises and its existing and proposed buildings or structures shall be used or allowed to be used for only such purposes as are set forth above or other uses permitted in the district.

Print Name: _____

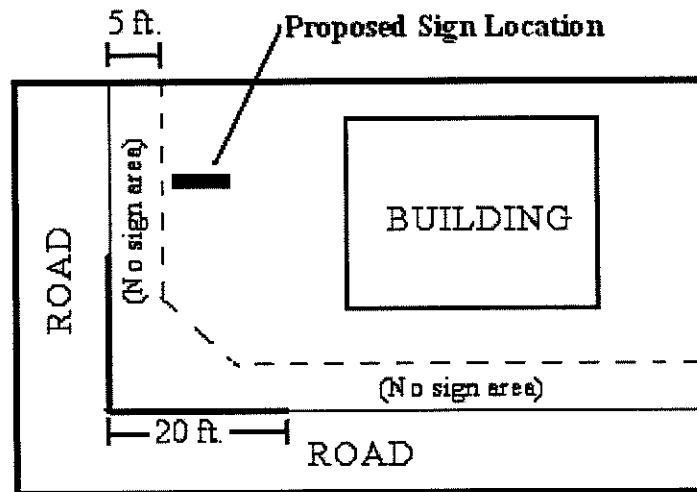
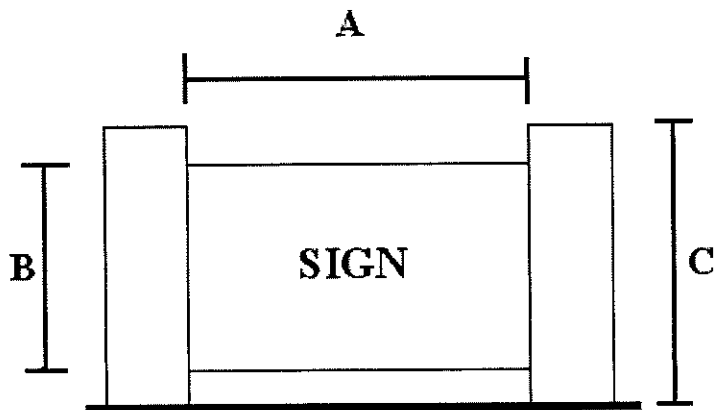
Sign Name: _____

Permit Issued By: _____
(ELECTRICAL INSPECTOR)

Date: _____

Sample Required Elevations

Ground Signs



Wall Signs

