



## PERMANENT SIGN PERMIT

Permit #: \_\_\_\_\_

### Site/Business Information:

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

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

Phone #: \_\_\_\_\_ Business Registration #: \_\_\_\_\_

### Applicant Information:

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

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone #: \_\_\_\_\_ Email Address: \_\_\_\_\_

### Sign Company Information:

Company Name: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone #: \_\_\_\_\_ Email Address: \_\_\_\_\_

Contractor Registration #: \_\_\_\_\_

### Zoning Information (Please Check One):

Single Business: \_\_\_\_\_

Multiple Tenant Building: 2: \_\_\_\_\_ 3: \_\_\_\_\_ 4: \_\_\_\_\_ 5 Or More: \_\_\_\_\_

### Sign Information:

Monument Sign: \_\_\_\_\_ Wall Sign: \_\_\_\_\_ Other: \_\_\_\_\_

Sign Dimensions: \_\_\_\_\_ Sign Height: \_\_\_\_\_ Total Square Feet: \_\_\_\_\_

Cost of Construction: \$ \_\_\_\_\_

### Supporting Documentation Required:

A.) Detailed rendering of the sign

B.) Rendering of building elevation where sign will be placed with dimensions (for wall signs)

C.) Plat of survey that shows where the sign will be installed along with the dimensions (for monument signs)

**\*A separate sign permit application and supporting documentation is required for each sign.**

**Mason Contractor:**

Company Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
Phone #: \_\_\_\_\_ Email Address: \_\_\_\_\_  
Contractor Registration #: \_\_\_\_\_

**Electrical Contractor:**

Company Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
Phone #: \_\_\_\_\_ Email Address: \_\_\_\_\_  
Contractor Registration #: \_\_\_\_\_

**Concrete Contractor:**

Company Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
Phone #: \_\_\_\_\_ Email Address: \_\_\_\_\_  
Contractor Registration #: \_\_\_\_\_

A sign permit must be approved and issued prior to the installation of any sign.  
If there is an approved site plan for the building, the requirements of the site plan must be followed.  
Please refer to the sign code (Chapter 106, Article VIII of The Zoning Ordinance)

I hereby certify that I have read, understand and agree to conform to all governing information and regulations set forth by the New Lenox Village Board.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_