



## Community Development Department

505 Telser Road  
Lake Zurich, IL 60047  
P: (847) 540-1696 F: (847) 726-2182  
permits@lakezurich.org

## Sign Permit Application

Date of Application \_\_\_\_\_

### Project Information

Business/Tenant Name: \_\_\_\_\_ Business Phone: \_\_\_\_\_

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

Applicant's Name/Address: \_\_\_\_\_  
(If different from above)  
\_\_\_\_\_

Property Owner's Name: \_\_\_\_\_ Applicant's Email: \_\_\_\_\_

### Temporary Sign

Event/Purpose of Sign: \_\_\_\_\_ Type of Temp Sign: \_\_\_\_\_

Total Number of Signs: \_\_\_\_\_ Number of Display Days: \_\_\_\_\_ Off-Premises: (Circle) YES NO

Display Dates: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ to \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

### Permanent Sign (check all that apply)

Awning/Canopy Sign       Marquee Sign  
 Blade Sign       Modification to an Existing Sign  
 Directional Sign       Wall Sign  
 Ground Sign       Other \_\_\_\_\_

### Required Information

Height: \_\_\_\_\_ ft   Length: \_\_\_\_\_ ft   Setback: \_\_\_\_\_ ft   Multi-tenant sign: (Circle) YES NO

Color of sign(s): \_\_\_\_\_ Mounting Method: \_\_\_\_\_ Existing signage to remain: \_\_\_\_\_ ft

Type of Illumination (with electrical details): \_\_\_\_\_

Sign Materials: \_\_\_\_\_

Value of proposed construction/improvements (if permanent sign): \$ \_\_\_\_\_

Frontage of each façade: \_\_\_\_\_ ft. \_\_\_\_\_ ft. \_\_\_\_\_ ft. \_\_\_\_\_ ft.      Lot Frontage: \_\_\_\_\_ ft

- **Temporary Sign:** Submit the follow with the required information above:

- Submit sketch of the proposed sign
- Map of the proposed location(s)

- **Permanent Sign:** Submit the follow with the required information above:

- Two Plats of Survey and/or site plans showing the proposed location of sign, including setbacks
- 2 color copies of drawings to include details, elevations and dimensions of the sign
- Details of footings, foundation, base and method of attachment
- Size of building wall frontage facing street
- Amount of existing signage to remain

Continue to 2nd Page

## Contractor Information

All Contractors are required to be registered with the Village of Lake Zurich. Please refer to the Contractor Registration Application.

**Sign Contractor:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

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

**E-mail:** \_\_\_\_\_

## Fees

Temporary Signs: \$74 Plan Review  
**\$74 Permit Fee**  
**Total: \$148**

Permanent Signs: \$74 Plan Review  
\$58 Administrative Fee  
\$250 Building Deposit  
\$74 Permit Fee  
**Plus:**  
\$1.15 per sq. ft. for non-illuminated **OR**  
\$1.26 per sq. ft. for illuminated

## Inspections

Inspections are scheduled for AM or PM Monday through Friday with 48 hours advance notice. Call before 1:00 PM two business days before you want your inspection. Same day re-inspections are not available.

Temporary Sign: Final Inspection

Permanent Sign: Pre-pour for footings/foundation  
Rough Electrical  
Final Inspection

I hereby certify that I am the owner of record of the named property, or that the proposed work is authorized by the owner of record and that I have been authorized by the owner to make this application as his/her authorized agent and I agree to conform to all applicable laws of this jurisdiction. In addition, if a permit for work described in this application is issued, I certify that the code official's authorized representative shall have the authority to enter areas covered by such permit at any reasonable hour to enforce the provisions of the code(s) applicable to such permit.

**Printed Applicant Name:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**Applicant Signature:** \_\_\_\_\_

**Owner or Contractor**

**Property Owner Signature:** \_\_\_\_\_

(Please Select One)

Application must be signed by the property owner. A signed letter of authorization/contract from the property owner must be submitted with the application in lieu of signature on application.

Note: Businesses in a property association are advised to confer with property association management to ensure adherence to any applicable sign requirements.

**Director of Building and Zoning Signature:** \_\_\_\_\_

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