

City of Rockford, Illinois

Planning & Zoning Division
425 East State Street, Rockford, IL 61104
Phone: (779) 348-7158 Fax: (815) 967-4243
Web Site: www.rockfordil.gov



PERMANENT SIGN PERMIT APPLICATION

Zoning Clearance #

Applicant to complete sections I-VII

APP#

I. Prior to completing this application answer the following:

1. Are you, as applicant an outdoor sign contractor licensed with the City of Rockford Revenue Division? Yes No	2. Will the sign (including awning, canopy, or marquee) project into a public right of way? Yes No	3. Will the sign (including awning, canopy or marquee) be illuminated, electrified or will it require an electrical service? Yes No Existing
4. Have you prepared drawings indicating the size, supports, and, in the case of free standing signs, a site plan indicating location(s) of sign(s) on property relative to property lines, buildings and paving as well as sign elevations. Yes No		5. Is a freestanding sign to be taller than 35' or more than 240sqft in area on one side? Yes No

II. Project & Owner Information

Street Address of Proposed Sign	P.I.N.
Name of Business To be Identified	
Name of Business Owner	Phone

III. Contractors

A. Sign Contractors (City License Required)

Company		License#	
Address	City	State	Zip
Phone	Fax	Email:	

B. Electrical Contractor (City Registration Required)

Contractor	Phone	Registration #
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IV. Project Information

Total Cost of Project \$	Total Cost of Electrical Only \$	Expected Start Date:	Expected Completion Date:
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V. Project Information

Subject Property is a:	Corner Lot	The Proposed Sign is a:	Business Identification	General Service
	Interior Lot		Billboard	Face Change ONLY

Describe Full Scope of work

A. Type of Sign (Check all that apply)

Wall	Free Standing	ILLuminated Or Electrified?	Permanent Wall Structures	Other (specify below)
Flat	Pole Low – Profile Menu Board	Yes	Awning	
Letter	Pylon Directional Directory	No	Canopy	
Projecting	Monument Changeable Changing (Electric)	Existing	Marquee	
Ft In				

B. Sign Details

Size of Sign	Height of Sign (If applicable)
Height x Width = Area square feet	From Grade to Top of Sign: Feet Inches
Sign Setbacks (if Applicable)	
Sign Base:	Sign Face:

PERMANENT SIGN PERMIT APPLICATION...CONTINUED

Directional Signs: Non-advertising on-site direction signs are permitted (i.e., indicating entrance, exit, caution, restrooms, slow, no trespassing, parking regulation) when located on the same zoning lot and pertaining to a particular business. The business identification face for each directional sign is limited to two (2) square feet, and the total sign face is limited to ten (10) square feet.

Directional signs DO require a sign permit

Additional Permits and/or information May Be Required: A separate building permit is required where 1) freestanding pole and pylon signs [including billboards] are more than 20' in height and more than 240 SQFT in area [on one side excluding supports], or 2) freestanding pole or pylon signs are more than 35' in height regardless of area. Structural calculations for the foundation, supports and frame prepared by an Illinois licensed Architect or Structural Engineer shall be submitted for such instances. [Note: basic wind speed in Rockford is 90 mph (3 second gust)].

Inspections: The applicant/contractor(s) shall call for inspections of electrical work and foundations [(following form and reinforcing placement and prior to pouring concrete), if applicable. There may be additional fees required for any additional permits.

VI. Additional Information			
Lineal Feet of STREET Frontage:	x	1.5	= Square Feet Allowed.
Lineal Feet of STORE Frontage	x (see right)	2 or 3	Square Feet Allowed. If five (5) or fewer businesses use: 2 If six (6) or more businesses use: 3
Number of existing wall signs on property:	Total Square Feet:		
Number of existing free – standing signs on property	Total Square Feet:		
Total square feet of existing and proposed signs =	Square Feet		

Site plan, sign elevations and building elevations indicating sign locations must be included with this application. (Photographs may be used for building elevations.) Failure to provide all required documents may result in delayed permit issuance.

VII. Applicant's Certificate	
As owner or authorized agent of the project for which this application is being filed, I hereby certify:	
<ol style="list-style-type: none"> 1. Plans and specifications shall accompany this form for the proposed sign, indicating location (in form of a scale to site plan). Dimensions and text 2. Failure to comply with provisions of the sign regulations is punishable by a fine as established in the provisions of Section 117 of the City of Rockford Codes and Ordinances. 3. Any misrepresentation or inaccuracy of facts contained on this application will result in this permit being declared null and void, and may require removal of the structure at the expense of the owner or applicant. 4. The applicant's signature below indicated the information contained in this application and on any accompanying documents is true and correct. 5. If not the owner, I am certifying that the proposed work has been authorized by the owner of record and that I have been authorized by the owner to complete this application on his/her behalf. I will be acting on behalf of the owner as his/her agent. 	
Signature of Applicant X	Date:

Staff Comments (to be completed by staff)			
Zoning District:	Zoning File #:	Prior Inspection Of Job Site by:	Conflict w/RR Or Traffic Sig.
Zoning Comments: _____			
Zoning Approval: _____		Approval Date _____	
Public Works Approval: _____		Approval Date _____	
Building Comments: _____ _____ _____ Building Approval: _____		Fees Sign \$ _____ Electrical \$ _____ Tech Fee \$ _____ Total \$ _____ [Invoice No. _____]	
Sign Permit Issued By: _____		Approval Date: _____	
Signature: _____		Approval Date: _____	