



Village of Glen Ellyn  
 Planning & Development Department  
 535 Duane Street  
 Glen Ellyn, IL 60137  
 Phone: 630-547-5250; Fax: 630-547-5370  
 www.glenellyn.org

# SIGN PERMIT APPLICATION

Pursuant to the Glen Ellyn Village Code, Title 4 Building Regulations, Chapter 5 Sign Code, the property owner's (or Agent's) signature on this application shall certify the owner's consent to remove existing and install new sign(s), to allow the Village of Glen Ellyn to remove signs at the owner's expense that are abandoned or not maintained, and to indemnify and hold harmless the Village of Glen Ellyn from any claim of injury, damage or loss caused by improper installation, construction or maintenance of the sign(s).

**ESTABLISHMENT/BUSINESS:**

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

**PROPERTY OWNER/AGENT:**

NAME (*PRINT*) \_\_\_\_\_ SIGNATURE \_\_\_\_\_

ADDRESS \_\_\_\_\_

EMAIL \_\_\_\_\_ PHONE \_\_\_\_\_

**ESTABLISHMENT/BUSINESS OWNER:**

NAME (*PRINT*) \_\_\_\_\_ SIGNATURE \_\_\_\_\_

ADDRESS \_\_\_\_\_

EMAIL \_\_\_\_\_ PHONE \_\_\_\_\_

**SIGN CONTRACTOR:**

NAME (*PRINT*) \_\_\_\_\_ SIGNATURE \_\_\_\_\_

ADDRESS \_\_\_\_\_

EMAIL \_\_\_\_\_ PHONE \_\_\_\_\_

**PLEASE ATTACH 2 COPIES OF THE FOLLOWING REQUIRED SUBMITTALS WITH THIS SIGN PERMIT**

**APPLICATION:**

1. Proof of ownership on Warranty Deed or Title Insurance Policy document (if requested).
2. Site Plan of the property drawn to scale with all buildings and structures including the location of all proposed existing and new signs, the frontage dimension of the lot along all adjacent streets, the frontage dimension of the establishment/business facing a street, and the setback dimension of all freestanding signs.
3. Building and freestanding sign/awning elevation drawings drawn to scale indicating the proposed existing and new signs accurately representing the sign face letters, graphics, size, proportions, features, and colors, and the height of the signs/awnings above the grade.
4. Structural and electrical sign details specifying the construction, materials, foundation support, fastener attachments, and electrical service components of the sign or awning structure.

**FOR OFFICE USE ONLY:** PERMIT NUMBER: \_\_\_\_\_ ISSUED: \_\_\_\_\_

FEE: \_\_\_\_\_ EACH NON-ILLUMINATED SIGN @ \$100      \_\_\_\_\_ EACH ILLUMINATED SIGN @ \$150

APPROVED BUILDING & ZONING OFFICIAL \_\_\_\_\_

**BUILDING FINAL INSPECTION APPROVED BY** \_\_\_\_\_ **DATE** \_\_\_\_\_

**LIST ALL PROPOSED NEW, AND EXISTING SIGNS TO REMAIN, ON THE ESTABLISHMENT, BUILDING AND PROPERTY FOR THE SPECIFIC TYPE OF FACILITY**

**FACILITY TYPES:**

- NONRESIDENTIAL ESTABLISHMENT** (For one establishment in one building on one property)
- NONRESIDENTIAL ESTABLISHMENT** (For one establishment if more than one establishment is in the building or on the property)
- MULTI-TENANT DEVELOPMENT** (For a development with more than two establishments on one property)
- OFFICE COMPLEX** (For a development with more than one business office on one property)
- RESIDENTIAL DEVELOPMENT** (For a development with more than twenty dwelling units on one property)
- MULTI-FAMILY DWELLING** (For a development with more than three dwelling units on one property)
- PARK OR PUBLIC RECREATION FACILITY**
- OTHER FACILITY** DESCRIBE: \_\_\_\_\_

**SIGN TYPES: (\*Please specify one of the following sign types)**

Awning, Breezeway, Common Program, Drive-thru Canopy, Freestanding, Indexing, Marquee, Menu Board, Message Board, Nameplate, Off-premises, Office Directory, Order Confirmation, Political Campaign, Portable, Private Parking Lot, Traffic Directional, Wall, Video Display, and Window Sign. (Sign Definitions Section 4-5-3)

**SPECIAL EVENT SIGN:** (Section 4-5-7)

Please complete and submit a BANNER SIGN PERMIT APPLICATION for Special Event Temporary Banners, Direction Signs, and similar signs.

Sign	New	Existing	Sign Type *	Dimensions (Length x Width)	Sign Area	Height
1						
Words/Symbols:						
Sign	New	Existing	Sign Type *	Dimensions (Length x Width)	Sign Area	Height
2						
Words/Symbols:						
Sign	New	Existing	Sign Type *	Dimensions (Length x Width)	Sign Area	Height
3						
Words/Symbols:						
Sign	New	Existing	Sign Type *	Dimensions (Length x Width)	Sign Area	Height
4						
Words/Symbols:						
Sign	New	Existing	Sign Type *	Dimensions (Length x Width)	Sign Area	Height
5						
Words/Symbols:						
Sign	New	Existing	Sign Type *	Dimensions (Length x Width)	Sign Area	Height
6						
Words/Symbols:						
Sign	New	Existing	Sign Type *	Dimensions (Length x Width)	Sign Area	Height
7						
Words/Symbols:						
Sign	New	Existing	Sign Type *	Dimensions (Length x Width)	Sign Area	Height
8						
Words/Symbols:						

**INDEMNIFICATION STATEMENT**

I/We hereby agree to hold harmless the Village, its officers, employees and independent contractors from any claim, demand or suit, or damage to property or injury including death to persons that arise out of in any way the issuance a Sign Permit for the business located at \_\_\_\_\_ . I/We agree to pay for the cost of defense and hold harmless the Village, its officers, employees and independent contractors, against any judgment and to pay any settlement arising out of such claim or demand, including, but not limited to the full costs of the defense of the Village, its employees, officer and independent contractors, including the employment of attorneys, the payment of court costs and the employment of experts and other parties for work performed relating to the claim, demand or suit. It is also intended that this obligation shall be considered a contractual obligation for insurance contractual indemnity purposes.

DATED: \_\_\_\_\_

Owner's Name: \_\_\_\_\_

Owner's Signature: \_\_\_\_\_

Owner's Name: \_\_\_\_\_

Owner's Signature: \_\_\_\_\_

**SUBSCRIBED AND SWORN TO**

Before me this \_\_\_\_\_ day of  
\_\_\_\_\_, 20 \_\_\_\_.

\_\_\_\_\_  
Notary Public

**REMOVAL UPON ABANDONMENT STATEMENT**

I/We, as owners of the property, building or structure located at:

\_\_\_\_\_

hereby agree that in the event the Building & Zoning Official determines any sign on the property, building or structure is abandoned, I/we at my/our own expense and within thirty (30) days of the date of written notice from the Building & Zoning Official, will either,

- A. Remove or bring the abandoned non-conforming sign and sign structure into conformance with the village's sign code or,
- B. Remove or cover the conforming sign face with an opaque single color material.

DATED: \_\_\_\_\_

Owner's Name: \_\_\_\_\_

Owner's Signature: \_\_\_\_\_

Owner's Name: \_\_\_\_\_

Owner's Signature: \_\_\_\_\_

**SUBSCRIBED AND SWORN TO**

Before me this \_\_\_\_\_ day of  
\_\_\_\_\_, 20 \_\_\_\_\_.

\_\_\_\_\_  
Notary Public