

**City of Rockford, Illinois**

425 East State Street, Rockford, IL 61104  
 Lawrence J. Morrissey, Mayor  
 Bonnie B. Henry, MCP, CBO, Director of Building Dept.  
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**PERMANENT SIGN PERMIT APPLICATION**

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? \_\_\_\_\_
2. Will the sign (including awning, canopy or marquee) project into a public right of way? \_\_\_\_\_
3. Will the sign (including awning, canopy or marquee) be illuminated, electrified or will it require an electrical service? \_\_\_\_\_
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? \_\_\_\_\_
5. Is a freestanding sign to be taller than 35' or more than 240 sf in area on one side; or to be mounted on a roof? \_\_\_\_\_

(Please Type or Print) **ZONING CLEARANCE #:** \_\_\_\_\_

1. **Address of proposed sign location:** \_\_\_\_\_
2. **Property Code Number of subject property:** \_\_\_\_\_
3. **Name of Business to be identified:** \_\_\_\_\_
4. **Name of business owner:** \_\_\_\_\_ **Phone:** \_\_\_\_\_
5. **Sign Contractor:** \_\_\_\_\_ **Phone:** \_\_\_\_\_  
 \_\_\_\_\_ **License No.:** \_\_\_\_\_  
 (Address) (City) (State) (Zip)

6. **Subject property is a:** (circle one) **CORNER** (or) **INTERIOR** **LOT.**

7. **The proposed sign is a** (circle one) **BUSINESS IDENTIFICATION** (or) **BILLBOARD**

8. **This application is for:** \_\_\_\_\_  
 (Erect a new sign or addition, alteration, replacement of an existing sign)

9. **TYPE OF SIGN? (Circle all that apply)** [those with \* may require separate (electrical, building) permits]  
 [those with \*\*, if extending into public right-of-way, require clearance from Public Works Department and signed agreement with the City of Rockford]

**WALL:** Flat, **\*\*Projecting** ( \_\_\_\_\_ ), **Letter,** **\*Illuminated,** **Non-illuminated,**

**FREE-STANDING:** **\*Pole,** **\*Pylon,** **Monument,** **Low-Profile,** **Directional**

**Changeable,** **Changing (Electric),** **\*\*Awning,** **\*\*Canopy,** **\*\*Marquee,**

**Other (specify):** \_\_\_\_\_

10. **Electrical Contractor:** \_\_\_\_\_ **Registration No:** \_\_\_\_\_  
 (City Registration and separate permit required)

11. **SIGN SIZE:** **Height:** \_\_\_\_\_ (x) **Width:** \_\_\_\_\_ = **AREA:** \_\_\_\_\_ **in Square Feet.**

12. **SIGN SETBACKS:** **Sign Base:** \_\_\_\_\_ **Sign Face:** \_\_\_\_\_

13. **SIGN HEIGHT:** **From GRADE to TOP of sign:** \_\_\_\_\_ **feet-** \_\_\_\_\_ **inches.**  
**From ROOF to TOP of Sign (if applicable):** \_\_\_\_\_ **feet-** \_\_\_\_\_ **inches.**

14. Structural calculations for the foundation, supports and frame prepared, sealed, signed and dated [current date and date of license expiration] by an Illinois licensed Architect or Structural Engineer shall be submitted.

- [Note: basic wind speed in Rockford is 90 m.p.h. (3 second gust)] where:
- 1) freestanding pole or pylon signs [including billboards] are more than 20' in height **and** more than 240 SF in area [on one side excluding supports] for each support, or
  - 2) freestanding pole or pylon signs are more than 35' in height regardless of area, or
  - 3) signs more than 240 SF in area that are mounted to a roof.

**Building Department clearance required if above applies**

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

**PERMANENT SIGN PERMIT APPLICATION**

**(continued)**

15. Where items 11 or 14 on reverse apply, applicant or contractor(s) shall obtain separate permits for and call for inspections of electrical work and foundations [following form and reinforcing placement and prior to pouring of concrete]. Phone #'s are 987-5749 electrical and 987-5550 building/foundation. Fees for permits and inspections shall be separate/in addition to sign permit fee.

16. Lineal Feet of street frontage: \_\_\_\_\_ x 1.5 S.F. = \_\_\_\_\_ square feet Allowed.  
Lineal Feet of store frontage: \_\_\_\_\_ x \_\_\_\_\_ S.F. = \_\_\_\_\_ square feet Allowed.

**Directional Signs:** Non-advertising on-site directional signs are permitted (i.e., indicating entrance, exit, caution, restrooms, slow, no trespassing, parking regulations) 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 DQ require a sign permit.*

17. Number of existing wall signs on property: \_\_\_\_\_ Total square feet: \_\_\_\_\_  
18. Number of existing free-standing signs on property: \_\_\_\_\_ Total square feet: \_\_\_\_\_  
19. Total square feet of existing and proposed signs = \_\_\_\_\_ Square Feet.

PLANS AND SPECIFICATIONS SHALL ACCOMPANY THIS FORM FOR THE PROPOSED SIGN, INDICATING LOCATION (in the form of a to scale site plan), DIMENSIONS AND TEXT.

FAILURE TO COMPLY WITH PROVISIONS OF THE SIGN REGULATIONS IS PUNISHABLE BY A FINE OF \$250.00 FOR EACH WEEK, OR PORTION THEREOF, THAT THE VIOLATION OR NON-COMPLIANCE CONTINUES.

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.

THE APPLICANT'S SIGNATURE BELOW INDICATES THE INFORMATION CONTAINED IN THIS APPLICATION AND ON ANY ACCOMPANYING DOCUMENTS IS TRUE AND CORRECT.

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): \_\_\_\_\_ Date: \_\_\_\_\_

**FOR OFFICE USE ONLY**

Zoning District: \_\_\_\_\_ Zoning File No.: \_\_\_\_\_

Prior inspection of job site by: \_\_\_\_\_

Any conflict with railroad or traffic signals? \_\_\_\_\_

Zoning Comments: \_\_\_\_\_

Zoning Clearance issued by: \_\_\_\_\_ Date: \_\_\_\_\_

Public Works Dept. Clearance by: \_\_\_\_\_ Date: \_\_\_\_\_

Other permits required (circle): Electrical, Building, Public Works

Bldg. Dept. Comments: \_\_\_\_\_ Fees Sign \_\_\_\_\_

\_\_\_\_\_ Electrical \_\_\_\_\_ + \_\_\_\_\_

\_\_\_\_\_ Building \_\_\_\_\_

Tech. Fee 10101000-60228 \_\_\_\_\_

Sign permit issued by: \_\_\_\_\_ Date: \_\_\_\_\_ \$Total: \_\_\_\_\_