

**Community Development Department**

Phone: (708) 671-3730  
Fax: (708) 448-9542  
8999 West 123<sup>rd</sup> Street  
Palos Park, IL 60464  
Email: [permits@palospark.org](mailto:permits@palospark.org)  
Web: [www.palospark.org](http://www.palospark.org)



**SIGN PERMIT**

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

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

Property Tax ID Number (PIN#) \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

(Best Contact)

Business Owner's Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Email \_\_\_\_\_ @ \_\_\_\_\_

Owner's Address (if different): \_\_\_\_\_

Property Owner's Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Property Owner's Address: \_\_\_\_\_

*A letter of approval from the Landlord/Property Owner is Required **Before** Permit can be approved.*

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

Sign Contractor's Address: \_\_\_\_\_

Sign Contractor's Phone #: \_\_\_\_\_ VOPP Registration # \_\_\_\_\_

Email \_\_\_\_\_ @ \_\_\_\_\_

**Please check *ONLY* the Appropriate boxes:**

**FOR ALL SIGNS: ILLUMINATED YES  NO**

**1) PERMANENT SIGN**

- Type of Permanent Sign WALL  GROUND  POLE
- Total Square Footage of Sign(s) \_\_\_\_\_

**2) TEMPORARY SIGN**

**GROUND**

Width \_\_\_\_\_ feet \_\_\_\_\_ inches by Height \_\_\_\_\_ feet \_\_\_\_\_ inches = \_\_\_\_\_ (x) \_\_\_\_\_ # of sides = **TOTAL** \_\_\_\_\_ sq. ft.  
*Maximum Thirty-Two (32) Square Feet per Single Sign Face*

Start Date \_\_\_\_/\_\_\_\_/\_\_\_\_ End Date \_\_\_\_/\_\_\_\_/\_\_\_\_  
*Maximum Time Period Allowed 4 Weeks*

Last Permit Date \_\_\_\_/\_\_\_\_/\_\_\_\_  
*(if applicable – minimum of 4 months in between)*

**BALLOON**

Start Date \_\_\_\_/\_\_\_\_/\_\_\_\_ End Date \_\_\_\_/\_\_\_\_/\_\_\_\_  
*Maximum Time Period Allowed 5 days*

Last Permit Date \_\_\_\_/\_\_\_\_/\_\_\_\_  
*(if applicable – minimum of 3 months in between)*

**CONFIRMATION:**

**By signing below, I confirm that the information I provided is correct and accurate.**

Sign Contractor: \_\_\_\_\_ Date: \_\_\_\_\_

Business Owner: \_\_\_\_\_ Date: \_\_\_\_\_

*If the Business Owner has not signed the permit application, then a copy of the contract, signed by the Business Owner, must be submitted with permit application.*

**PLEASE EMAIL COMPLETED APPLICATION TO: [permits@palospark.org](mailto:permits@palospark.org)**

## **SIGN PERMIT INFORMATION**

All contracting businesses doing construction or related services must register annually with the Village of Palos Park. The Construction Contractor Registration and Code of Conduct Acknowledgement forms are available on the Village website [www.palospark.org](http://www.palospark.org) and at the Kaptur Center at 8999 West 123<sup>rd</sup> Street, Palos Park, Illinois 60464.

In addition to the Registration and Acknowledgement forms that must be completed and Registration fee paid, a Certificate of Insurance listing the Village of Palos Park as Certificate Holder is required. Please see Contractor Registration Application form for exact coverage and fee information.

You may contact the Building Department for guidance. We will assist by providing information, answering questions, reviewing plans, advising, inspecting for compliance, and requesting corrections of violations.

### **Application Process**

Two copies of plans to be submitted with the application should show conformance to sign standards:

- Picture or drawing of the sign with dimensions of the sign size and wall
- Drawing of the sign location on site preferably on a plat of survey with dimensions to property lines, driveways, and other signs
- Method of anchoring ground signs
- Method of connecting to power source and grounding of illuminated signs

The Building Department will review plans, advise if additional information or revisions are needed, and contact the applicant when the plans and permit are approved and ready to be picked up and fees paid.

### **Standards**

All signs (new or replacement) must comply with all Village standards. If illuminated, the sign shall be powered and grounded per 2011 National Electric Code (NEC). The list below highlights some of the sign standards. **For a complete description of sign standards, see Village Code Section 1480.**

#### **Permanent Signs**

- wall sign size 1.5 square feet per 1' of lineal wall, not to exceed 120 square feet
- ground sign size 50 square feet, except multi-tenant signs 100 square feet, and 10' high
- ground sign location 3' from property lines, 50' from other signs, 1 per 150' of road frontage

#### **Temporary Signs**

- flags, banners, party balloons only if attached to building wall
- ground sign size 32 square feet, 5' high
- ground sign location 3' from property lines, 50' from other signs, 2 per frontage

#### **Prohibited Signs**

- obstructing view of traffic or unsafe distraction of drivers
- signs with moving parts, flashing or moving lights, or carried by person or animal
- obstructing view or access to door, window, fire escape, fire hydrant, sidewalk
- attached to trees, utility pole, street light pole, road sign post
- on roofs or above roof line

### **Fees**

Fees will be calculated and payable when the permit is issued. Please pay by check payable to the Village of Palos Park.