



111 West Laurel Street, Millstadt IL 62260, 618-476-1514

SIGN PERMIT APPLICATION

(Office use only) Permit Fee: \$40.00 / Inspection \$25.00	Building Permit #:	
(Office use only) Date Paid:	Total:	Cash/Check #

*** TO SCHEDULE INSPECTION CALL 618-476-1514 ***

Location of Sign

Address: _____

Property Owner/Authorized Owner Agent Information

Name: _____

Address: _____

Email: _____ Phone #: _____

Permit Holder – Contractor/Company Installing Sign

Name: _____

Address: _____

Email: _____ Phone #: _____

Electrician – (required for all signs that include electric and must be registered with Village)

Business Name: _____ Registration # _____

Address: _____

Email: _____ Phone #: _____

Sign Details:

Linear measurement of your business (building) store front: (includes your business only)

Feet: _____ Inches: _____

Size (measurement) of sign:

Height: _____ X Width: _____ = Total Sign Area: _____ S.F.

If there is existing signage, specify total S.F. and type of sign:

Total S.F.: _____ Type of sign: _____

Type of Sign:

- ☐ Free Standing
☐ Wall
☐ Combination

- ☐ Monument
☐ Projecting
☐ Other _____

Illumination of Sign

- ☐ Neon, non-flashing
☐ Floodlights
☐ Non-illuminated
☐ Backlight
☐ Other _____

If illuminated, hours of operation:

From: _____ Until: _____

Free Standing and Projecting Signs Only

Front set back from property line: _____ Feet

Existing Signage: _____ S.F.

Side set back from property line: _____ Feet

Street Frontage: _____ Feet

Disclosure & Signature: The information submitted with this application may be used by the Village of Millstadt and/or its contractors or consultants. By signing below you certify that you are the owner of record of the named property, or that the proposed work has been authorized by the owner of record and that you have been authorized by the owner to make this application as his/her/their authorized agent. You agree to conform to all applicable laws, statues, ordinances and codes of this jurisdiction, including those adopted by the Village of Millstadt. I understand the Village assumes no liability and reserves the right to revoke the approved permit due to errors and omissions within this document, submitted site plan and other documents.

The plans and specifications submitted with this application are in conformity with the sign regulations applicable to the subject property. Changes in plans or specifications shall not be made without written approval of this office. Failure to comply with the above shall constitute a violation of the sign regulations. (Code of Ordinances 152.135 – 152.147)

Permit Holder/Contractor Signature_____
Date_____
Property Owner/Authorized Owner Agent Signature_____
Date*(Office use below)*Approved ☐Denied ☐_____
Building Commissioner_____
Date

SIGN - GUIDELINES & INSTRUCTIONS

Submit the COMPLETED applications/forms & site plans to the Village office:

1. **Sign Permit Application** (MUST include electrical contractor information, if applies).
2. **Site Plan: (attached)** A site plan/sign location plan in relation to buildings and/or lot lines and distances from those property lines and surrounding structures. a) if requesting a storefront wall or projecting sign, show measurements of storefront and where the sign will be displayed; b) if requesting a window/door sign, show measurements of window/door and where the sign will appear; c) if requesting a freestanding or monument sign, indicate exact location on property of where sign will be displayed (including street names/intersection).
3. **Sign Construction Documents/Picture of Sign including measurements.**
4. **Elevations of Sign**
5. **Lighting Specification Sheet (Electronic Message Boards – if applicable)**
6. Application will be submitted to the Building Commissioner for review. The Village staff will inform applicant when permit has been approved. Fee is paid when approved permit is picked up.
7. **Inspections** must be scheduled through the Millstadt Village Office by calling 618-476-1514.
8. Code of Ordinances 152.135 – 152.147)

I have submitted ALL of the above information in its entirety and have ensured all the proper requested signatures have been added. I understand that if I have not, my application will not begin the review process and will be returned.

Permit Holder/Contractor Signature

Date

A site plan must be attached or drawn at a scale large enough for clarity showing the following information:

B) Distance between: buildings and front, side and rear lot lines; principal building and accessory buildings, principal building and accessory buildings on adjacent lots, if applicable.

D) Any additional information which may reasonably be required by the Zoning Commissioner and applicable sections of the Zoning Ordinance.

This image shows a full page of blank graph paper. The grid consists of small, equal-sized squares formed by thin black lines. There are no margins, text, or other markings on the page.