



Village of Morton Grove
 Department of Buildings
 6101 Capulina, Morton Grove, IL 60053
 Phone: 847/ 470-5214 Fax: 847/ 663-6185

SIGN APPLICATION

All information below must be filled in prior to submission (Please Print):

Date Filed: ___/___/___ Tax Index #: ___ - ___ - ___ - ___ - ___

Project Address: _____ Unit # _____

Project Description: _____

<i>Office Use Only</i>
Permit #: _____
Date Issued: _____

Property Owner:	Contractor:
Address:	Address: No P.O. Box
City / State / Zip Code:	City / State / Zip Code:
Phone #:	Phone #: License No Fax #:
Occupant Name:	
Name of Business: _____ Address: _____	
Phone: _____ Email _____ Business Lic #: _____	

Requirements:

Required Submissions - This application must be accompanied by the following:

- Construction Plans (3 sets)

Required Approvals -

Before a Permit is granted, approval is required for the following:

- Electrical/Sign

Required Inspections - When this permit is approved, the following inspections will be made.

The applicant is required to request these inspections at least (24) twenty four hours in advance, and their Authorized agent must be present.

- Final – Electrical/Sign Finalize Sign

Required Fees

When this permit is granted, the following fees must be paid. The amount of the fees will be calculated based on the plans submitted.

Sign..... \$ _____
 Subtotal Fees..... \$ _____

STRUCTURAL CHARACTERISTICS

(Fill in Appropriate Column Each Sign)	Free-standing	Wall	Temporary	Mansard	Canopy	Awning	Other

RECORD MEASUREMENTS IN TENTHS (Feet)
(Example: 4.2 Feet)

Height							
Width							
Area (Sq. Ft.)							
Overall Height (from finished grade)							
Electric – provide one-line drawing							

ILLUMINATION:

NEON ____ FLUORESCENT ____ INCANDESCENT ____ LED ____
 TOTAL CANDLE POWER OUTPUT (DIVIDE TOTAL LUMENS BY 12.57 TO OBTAIN TOTAL CANDLEPOWER AT THE SOURCE/SIGN) _____

NOTE: ALL HOLES IN BUILDING WALLS MUST BE PATCHED AND PAINTED PRIOR TO ANY NEW OR REPLACEMENT SIGNS BEING INSTALLED.

 The undersigned hereby makes application for a permit to erect a building / structure, etc. In the Village Of Morton Grove and in accordance with the ordinances of the Village of Morton Grove and in accordance with the plans and specifications herewith submitted and filed in consideration of the issuance of this permit, and other good and valuable considerations the receipt of which is hereby acknowledged, we/I do hereby agree and covenant to forever hold harmless the Village of Morton Grove, Its agents and employees, and to save them from all costs, claims, suits, demands, and actions arising from or through or because of or in any way connected with any work performed or being done in the excavation, construction, building, or finishing of the premises for which this permit is issued.

Date: ___ / ___ / ___ **Contractor:** _____
Date: ___ / ___ / ___ **Owner:** _____
Date: ___ / ___ / ___ **Building Commissioner:** _____