



**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: \_\_\_\_\_ Construction Value:\$ \_\_\_\_\_

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

<i>Property Owner:</i>	<i>Contractor:</i>
<i>Address:</i>	<i>Address: No P.O. Box</i>
<i>City / State / Zip Code:</i>	<i>City / State / Zip Code:</i>
<i>Phone #:</i> <i>Email:</i>	<i>Phone #:</i> _____ <u>License No</u> <i>Email:</i>
<i>Name of Business:</i>	<i>Electrical Contractor:</i>
<i>Contact Name:</i>	
<i>Address:</i>	<i>Address: No P.O. Box</i>
<i>City / State / Zip Code:</i>	<i>City / State / Zip Code:</i>
<i>Phone #:</i> <i>Email:</i>	<i>Phone #:</i> _____ <u>License No</u> <i>Fax #:</i>

**Requirements:**

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

- Construction Plans (3 sets)

**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..... \$ \_\_\_\_\_

**STRUCTURAL CHARACTERISTICS**

(Fill in  
Appropriate Column  
Each Sign)

Freestanding	Wall			Mansard	.Canopy	Awning	Other
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Length of street frontage (unit of multi-tenant)

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.**

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**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.**  
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**Date:** \_\_\_ / \_\_\_ / \_\_\_    **Contractor:** \_\_\_\_\_

**Date:** \_\_\_ / \_\_\_ / \_\_\_    **Owner:** \_\_\_\_\_

**Date:** \_\_\_ / \_\_\_ / \_\_\_    **Building Commissioner:** \_\_\_\_\_