



**BUILDING & PERMITS  
DEPARTMENT**

100 Parkers Mill • Oswego, IL 60543  
630-554-2310 • bzinfo@oswegoil.org

Received \_\_\_\_\_

PERMIT # \_\_\_\_\_

**Permanent Sign Permit Application**

<b>Permit Applicant.</b> <i>This person will receive all correspondence.</i>				
Name				
Address				
Email		Phone Number		
<b>Property Owner</b>				
Name				
Address				
Email		Phone Number		
<b>Sign Installer</b>				
Name				
Address				
Email		Phone Number		
<b>Subject Property.</b> <i>Property at which the sign(s) will be installed</i>				
Address				
PIN(s)				
<b>Proposed Sign #1</b>				
Sign Type	Wall Sign	Ground/Monument Sign	Other	
	If other, please specify:			
Building / Unit Façade Width (wall signs only)				
Sign Height		Sign Width		Sign Area
<b>Proposed Sign #2</b>				
Sign Type	Wall Sign	Ground/Monument Sign	Other	
	If other, please specify:			
Building / Unit Façade Width (wall signs only)				
Sign Height		Sign Width		Sign Area
<b>Proposed Sign #3</b>				
Sign Type	Wall Sign	Ground/Monument Sign	Other	
	If other, please specify:			
Building / Unit Façade Width (wall signs only)				
Sign Height		Sign Width		Sign Area



### Submittal Requirements

The following documents/exhibits shall accompany a Sign Permit Application. **Applications submitted without the requirements listed below cannot be reviewed.** All signs shall be in substantial compliance with the Village Code.

1. Location Map –Site plans showing the dimensioned position of the sign in relation to nearby buildings, structures, right of way, overhead wires, street grades, the locations and sign areas of all existing signs on the premises.
  - a. No sign may block any required access way, window, fire escape, door, or other entrance or exit way, nor any window surface required for ventilation by the Village Code.
  - b. No sign or associated lighting fixture shall be erected or displayed within the public right-of-way.
  - c. Ground signs shall be located no less than ten (10) feet from any driveway or lot line, as measured from the portion of the sign closest to the driveway or lot line. On a corner lot, the sign shall not be placed within any portion of the thirty (30) foot sight triangle at the intersection of two streets and/or public access points (such as driveways).
  - d. Off-premise signage is not permitted within the Village. All signs constructed within the Village shall be located on the property in which the construction, business and/or use is taking place.
2. Construction Plans – Specifications showing dimensions of the sign(s) and the methods of construction and support, including any structural plans and electrical plans.
3. Elevation Photos/Sketches –Showing all exposed surfaces of the sign and all proposed messages or representations thereupon, accurately represented as to shape, size, proportion and color. The elevation sketch shall include the width of the commercial space to be provided with signage.

Staff may request additional information in order to verify compliance with Village Code.

Applications and required materials should be submitted to [BZinfo@oswegoil.org](mailto:BZinfo@oswegoil.org) or mailed to/dropped off at Village Hall (100 Parkers Mill, Oswego, IL, 60543).

### Certification

This is an application only. Completion of the application does not entitle the commencement of construction. I, the applicant, agree to conform to all applicable laws of the Village of Oswego. I also agree that all work performed will be in accordance with the plans and specifications as set forth in the approved permit. I understand that the approval of this application and issuance of a permit does not obviate the need to comply with all applicable laws and ordinances. I agree to hold harmless and indemnify the Village of Oswego for any claim against the Village as the result of any act of commission or omission by or on behalf of the undersigned, his/her agent, principle, contractor, subcontractor, or supplier.

Applicant Signature	Date	
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I, the undersigned, am the Owner or a duly contracted representative of the owner of said property.

Owner Signature	Date	
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