



**COMMUNITY DEVELOPMENT DEPARTMENT
PERMIT & INSPECTION DIVISION**
3600 Kirchoff Road Rolling Meadows IL 60008
(847) 506-6030 www.cityrm.org

APPLICATION FOR SIGN PERMIT

Application must be submitted with two (2) complete sets of plans drawn for each specific installation (stock plans not acceptable) and it must detail the following: a) materials and type of construction; b) method of installation; c) location on building elevations; d) script, logo, etc. to appear on sign face; e) plat of survey or spotted survey showing sign location; f) engineering data with computations demonstrating minimum wind resistance of 30 lbs. per square foot.

New **Replacement** **Renewal** **Face Change**

Job Site Address: _____ Zoning: _____

Tenant: _____ Phone: _____

Owner: _____ Phone: _____

Sign Erector's Name: _____ Phone: _____

Sign Erector's Address: _____ City: _____ State: _____ Zip: _____

IF THIS IS AN ELECTRICAL SIGN, PLEASE COMPLETE THE FOLLOWING:

Electrical Contractor's Name: _____ Phone: _____

Electrical Contractor's Address: _____ City: _____ State: _____ Zip: _____

Electrical Contractor's Signature: _____

TYPE OF SIGN: Wall Freestanding Temporary

Number of Existing Signs: _____

Total Front Width of Lot: _____

Total Front Width of Building: _____

Print Sign Copy in Box Below:

SIGN AREA:

Sq.: _____ Height: _____ Width: _____ Height of top of sign above grade: _____

Illuminated: Yes No **If electrical sign:** Number of electrical circuits: _____ Amperes: _____

The undersigned certifies that the statements on the application are true and correct and that all work to be performed under this permit will conform to the codes, ordinances and requirements of the City of Rolling Meadows. No error or omission in either plans, specifications or application have been approved by the Community Development Department or not, shall permit or relieve the applicant from constructing the work in any manner other than provided for in the ordinances of the city related thereto.

Signature of Sign Erector Date Signature of Tenant or Owner Date

The owner(s) of the property upon which the sign is to be erected certifies that they are aware of this application and accept the responsibility for sign allotments in accordance with the Sign Ordinance where more than one (1) occupancy exists.

Signature of Property Owner Date

APPROVED DENIED Reason for Denial: _____

Comments: _____

Sign Inspector Date Electrical Inspector (if electrical sign) Date

Community Development Department Approval Date

Sign Permit Fee: \$ _____ Review Fee: \$ _____ Electrical Permit Fee: (if electrical sign) \$ _____

Total Fees: \$ _____ Project #: _____ Permit #: _____