



Naperville

APPLICATION FOR SIGN PERMIT

All information must be completed / attached before an application will be accepted.

Permit # _____

Address of Sign: _____

Business Name: _____

Property Owner Information :

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____

E-mail: _____

Business Owner Information :

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____

E-mail: _____

Contractor Information:

SIGN COMPANY

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: (_____) _____

Contact Person: _____

E-mail: _____

ELECTRICIAN – (For Illuminated Signs)

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: (_____) _____

Naperville Registration #: _____

This must be completed for all illuminated signs – this is the information for the company that is installing the sign.

Permit Contact / Applicant Information :

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____

E-mail: _____

Sign Information:

Type of Sign: Awning For Sale/Lease Monument Projecting Wall Other

Size in Square Feet: _____ (For awning signs this is the measurement of the text / logo on the awning)

Unit / building frontage measurement (wall signs only): _____

Height of sign (For sale / lease & monument signs only): _____

Height of address number (monument signs only): _____ (must be at least 5 ½")

Lot frontage measurement of property where sign will be located (monument signs only): _____

Distance from sidewalk to bottom of sign (awning & projecting signs only): _____

Type of material (awning & projecting signs only): _____

Illuminated: No Yes if yes, Internal External

If the sign is internally illuminated:

- a. Name & UL Certification # of company fabricating the sign: _____
- b. The Electrical Contractor's Certification form (page 4 of this application) must be completed if the sign company and the electrician installing the sign are not the same. **The electrician installing the sign must be currently registered to work in Naperville as an electrician.**
- c. Illuminated signs shall produce no more than 30-foot candles when measured 4 feet from the sign.

Are changes being made to the electric in order to install the sign: No Yes
If "Yes" – a separate Application for Electric Permit must be submitted

Supporting Documentation Required:

For All Signs Except Monument Signs:

- a. Detailed rendering of the sign
- b. Rendering of building elevation where sign will be placed
- c. Site plan that shows roadways, buildings, parking lots, the location of the business and where the sign(s) will be placed

For Monument Signs:

- a. Detailed rendering of the sign
- b. Plat of survey showing the exact location of the proposed sign including the measurements (in feet and inches) for setbacks from all of the property lines
- c. A landscape plan for the area around the base of the monument sign - *A landscaped area located around the base of the monument sign equal to one (1) square foot for each one (1) square foot of monument sign area is required for all monument signs. The landscaped area shall contain well maintained material including living landscape materials, architectural stones, water features or other beautification measures placed throughout the required landscape area. It is the responsibility of the property owner to ensure that landscaping is installed within 6 months from the installation of the monument sign*
- d. A letter from the property owner stating that he / she is aware of the landscape requirement including the deadline for installation
- e. If the monument sign contains an electronic message board (EMB) – a letter from the property / business owner stating that the owner understands that all messages must be static and not change more often than once every ten (10) seconds

For Awning Signs:

- a. Provide manufacturer's specifications, including flame spread rating, for the proposed awning fabric.
- b. Provide verification of non-combustible or similar framing for the awning fabric support structure.

For signs extending over a public right-of-way, the following information is required:

Insurance/Bonding Agent Name: _____ Phone: _____

Address: _____ City/State/Zip: _____

Policy Number: _____

Important Information to Applicants, Owners and Sign Companies:

- **A separate sign permit application must be submitted for each sign.**
- An application will NOT be accepted without all required supporting documents (per sign).
- No sign may be erected, altered or relocated without a required permit being approved and issued by the City of Naperville. ***This means that no sign may be constructed or installed prior to the permit being approved and issued.*** Any violation of this code may result in fines of up to \$500.00.
- If for some reason, plans change and the sign will not be installed after the application has been approved, the applicant must contact the Planning Services Team at 630-420-6100 – Option 5.
- Properly completing the application and ensuring that all information contained therein and on all supporting documents is accurate will speed up the review process and approval of your permit.

Inspection Process:

Illuminated Sign:

- Inspection fees must be paid before the permit will be issued (see Building Permit Fee Schedule).
- Sign must pass an electrical inspection and conform to all applicable provisions of the national electrical code
- The inspection must be scheduled through Inspection Dispatch (630-420-6100 – Option 1)
- The City’s electrical inspector must be on site for the day / time the sign is installed
- The permit will not be considered complete until such inspection has been passed

Non-illuminated Sign:

- Inspection fees must be paid before the permit will be issued (see Building Permit Fee Schedule).
- Please call the Planning Services Team at 630-420-6100 – Option 5 after the sign has been installed
- The permit will not be considered complete until such inspection has been passed

REQUIRED SIGNATURES:

The undersigned agrees that the proposed sign, described in this application, for which this permit is applied for will be constructed in all respects in accordance with the plans and specifications submitted herewith, and in accordance with the provisions and regulations of the City of Naperville Municipal Code applicable thereto in force when construction is commenced and further agrees that in the event of any variance or conflict between the plans and specifications submitted herewith, and the provisions or regulations of said ordinances and/or codes pertaining to such construction, that the provisions or regulations contained in said ordinances shall govern and shall be followed.

Signature of Tenant/Lessee: _____

Date: _____

Signature of Property Owner: _____

Date: _____

Signature of the Applicant: _____

Date: _____

The parties agree that this document may be electronically signed. The parties agree that the electronic signatures appearing on this document are the same as handwritten signatures for the purposes of validity, enforceability, and admissibility.



CITY OF NAPERVILLE
DEPARTMENT OF COMMUNITY DEVELOPMENT
ELECTRICAL CONTRACTOR'S CERTIFICATION

Effective immediately, Naperville will require the following formal certification for electrical installation, to be signed by subcontractors and submitted to the City along with the building permit application. Your cooperation is appreciated.

ELECTRICAL CERTIFICATION

The undersigned certifies that

Name of Contractor / Subcontractor

Address

Phone #

Naperville registration #

Has been retained by _____,
Owner / Contractor *

As electrical sub-contractor for _____
Name & Address of Owner

Electrical Sub Contractor
(Signature)

Date

*Contractor will only be noted here if the contractor hired a sub-contractor to do the electric.