



Village of Glen Ellyn
Community Development Department
535 Duane Street
Glen Ellyn, IL 60137
Phone: 630-547-5250; Fax: 630-547-5370
www.glenellyn.org

Sign Permit Application Process

Thank you for submitting your application for a sign permit. This application is to be submitted to the Community Development Department at 535 Duane Street. The review of this application typically takes about two weeks. All signs must comply with Glen Ellyn's Village Code. The Sign Code can be found under [Title 4 Chapter 5 of the Village Code](#). If the proposed sign(s) do not meet Village Sign Code regulations, you will receive a written explanation of the changes that are necessary to comply with the code. Sign regulations are dependent upon on your zoning district. To find your zoning district please see our [maps page](#). Please note, no construction work may begin until the permit application is approved, fees paid, and permit issued. Signs that require structural support, such as projecting signs, foundations or electric work, and all new awning signs require inspections by Village staff during the course of the installation. Such inspections will be noted on the permit placard.

The following documents are required for a sign permit application:

1. Sign permit application (attached)
2. Removal upon abandonment statement (attached)
3. Indemnification statement if the proposed sign will be located over the public right-of-way (attached)
4. Site Plan of the property drawn to scale with all buildings and structures including the location and size of all proposed, existing and new signs, the frontage dimension of the lot along all adjacent streets, the frontage dimension of the establishment/business facing a street, and the setback dimensions of all freestanding signs
5. Building and freestanding sign/awning elevations drawn to scale indicating the proposed, existing and new signs accurately representing the sign face letters, graphics, size, proportions, features, and colors, and the height of the signs/awnings above the grade
6. Structural and electrical sign details specifying the construction, materials, foundation support, fastener attachments, and electrical service components of the sign or awning structure. Foundation drawings for all freestanding signs over six feet in height, shall be signed and sealed by a Structural Engineer. Other sign installations may require the signature and seal of a licensed design professional as determined by the Building & Zoning Official.
7. Application fee
 - Non-illuminated Sign - \$100/each
 - Illuminated Sign - \$150/each
 - Canopy - \$95/each
 - Freestanding Sign - \$175/each
 - Replacement Panel - \$100/each
 - Awning - \$95/each

Revised drawings may be sent via email by responding directly to the plan reviewer following receipt of review comments; note that the Village cannot print sheets larger than 11" x 17". Please contact the Community Development Department at 630-547-5250 with any questions.



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 buildingpermits@glenellyn.org

**SIGN/CANOPY/AWNING
 PERMIT APPLICATION (SICA)**

Permit #: _____

Pursuant to the Glen Ellyn Village Code, Title 4 Building Regulations, Chapter 5 Sign Code, the property owner's (or Agent's) signature on this application shall certify the owner's consent to remove existing and install new sign(s), to allow the Village of Glen Ellyn to remove signs at the owner's expense that are abandoned or not maintained, and to indemnify and hold harmless the Village of Glen Ellyn from any claim of injury, damage or loss caused by improper installation, construction or maintenance of the sign(s).

Establishment/Business:

Name _____
 Address _____

Establishment/Business Owner:

Name (Print) _____ Signature _____
 Address _____
 Email _____ Phone _____

Property Owner/Agent (if different than business owner)

Name (Print) _____ Signature _____
 Address _____
 Email _____ Phone _____

Sign Contractor:

Name (Print) _____ Signature _____
 Address _____
 Email _____ Phone _____

Permit Fees: (write number of each type of sign)

- | | | |
|---|--------------------------------------|--------------------------|
| _____ Non-illuminated Sign - \$100/each | _____ Illuminated Sign - \$150/each | _____ Canopy - \$95/each |
| _____ Freestanding Sign - \$175/each | _____ Replacement Panel - \$100/each | _____ Awning - \$95/each |

FOR OFFICE USE ONLY: Permit Number: _____ Issue Date: _____
 Approved By Building & Zoning Official (Signature): _____ Date: _____
 BUILDING FINAL INSPECTION APPROVED BY: _____ Date: _____

List All Proposed New, And Existing Signs to Remain, On the Establishment, Building and Property for the Specific Type of Facility

FACILITY TYPES:

- Nonresidential Establishment** (For one establishment in one building on one property)
- Nonresidential Establishment** (For one establishment if more than one establishment is in the building or on the property)
- Multi-Tenant Development** (For a development with more than two establishments on one property)
- Office Complex** (For a development with more than one business office on one property)
- Residential Development** (For a development with more than twenty dwelling units on one property)
- Multi-Family Dwelling** (For a development with more than three dwelling units on one property)
- Park or Public Recreation Facility**
- Other Facility Describe:** _____

SIGN TYPES: (*Please specify one of the following sign types)

Awning, Breezeway, Canopy, Common Program, Drive-thru Canopy, Freestanding, Indexing, Marquee, Menu Board, Message Board, Nameplate, Off-premises, Office Directory, Order Confirmation, Political Campaign, Portable, Private Parking Lot, Traffic Directional, Wall, Video Display, and Window Sign. (Sign Definitions Section 4-5-3 of the Village Code)

SPECIAL EVENT SIGN: (Section 4-5-7)

Please complete and submit a separate BANNER PERMIT APPLICATION for Special Event Temporary Banners, Event Direction Signs, and similar signs.

Sign	New	Existing	Sign Type *	Dimensions (Length x Width)	Sign Area	Height
1						
	Words/Symbols:					
2						
	Words/Symbols:					
3						
	Words/Symbols:					
4						
	Words/Symbols:					
5						
	Words/Symbols:					
6						
	Words/Symbols:					
7						
	Words/Symbols:					
8						
	Words/Symbols:					

REMOVAL UPON ABANDONMENT STATEMENT

I/We, as owners of the property, building or structure located at:

hereby agree that in the event the Building & Zoning Official determines any sign on the property, building or structure is abandoned, I/we at my/our own expense and within thirty (30) days of the date of written notice from the Building & Zoning Official, will either,

- A. Remove or bring the abandoned non-conforming sign and sign structure into conformance with the Village's sign code or,
- B. Remove or cover the conforming sign face with an opaque single color material.

DATED: _____

Owner's Name: _____

Owner's Signature: _____

Owner's Name: _____

Owner's Signature: _____

INDEMNIFICATION STATEMENT FOR SIGNAGE OVER THE PUBLIC RIGHT-OF-WAY

I/We hereby agree to hold harmless the Village, its officers, employees and independent contractors from any claim, demand or suit, or damage to property or injury including death to persons that arise out of in any way the issuance a Sign Permit for the business located at _____.

I/We agree to pay for the cost of defense and hold harmless the Village, its officers, employees and independent contractors, against any judgment and to pay any settlement arising out of such claim or demand, including, but not limited to the full costs of the defense of the Village, its employees, officer and independent contractors, including the employment of attorneys, the payment of court costs and the employment of experts and other parties for work performed relating to the claim, demand or suit. It is also intended that this obligation shall be considered a contractual obligation for insurance contractual indemnity purposes.

DATED: _____

Owner's Name: _____

Owner's Signature: _____

Owner's Name: _____

Owner's Signature: _____