

Permit # _____

SIGNS**Building & Code Enforcement Division**

164 E. Lincoln Hwy - DeKalb, IL 60115

Phone: (815) 748-2070

Call Julie at 1-800-892-0123 (operates 24 hours a day, 365 days a year)

SIGN PERMIT APPLICATION**Project Address****Project Valuation**

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REQUIREMENTS

- ✓ Submit a site plan indicating the location of the proposed sign on the property.
- ✓ Submit to scale drawings of the sign, including content.
For wall signs, submit a drawing indicating **width of the frontage** of the space where sign will be placed.
- ✓ Schedule all applicable inspections: footing, electrical, and final.
- ✓ The owner of the sign and the undersigned agree to conform and abide by all applicable codes and ordinances of the City of DeKalb.

#	SIGN TYPE	SIGN DIMENSIONS	ILLUMINATED? Y/N
	Ground Sign	X	
	Wall Sign	X	
	Projecting Sign	X	
	Other	X	
	Face Change ONLY		

** If sign is illuminated, an electrician registered in DeKalb must be listed below.***SITE INFORMATION**

If Property Owner is the applicant, check here →

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Applicant / Business Name: _____

Business Address: _____

Phone: _____

Email address: _____

SIGN CONTRACTOR INFORMATION

If Sign Contractor is the applicant, check here →

☐

Name: _____

Address: _____

Phone: _____

Email address: _____

*** ELECTRICAL CONTRACTOR INFO (for illuminated signs)**

If Electrical Contractor is the applicant, check here →

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Name: _____

Address: _____

Phone: _____

Email address: _____

APPLICANT SIGNATURE: **X****DATE:** _____**CITY OF DEKALB USE ONLY**

APPROVED BY: _____

DATE: _____

FEE: _____