



VILLAGE OF LINCOLNWOOD

Community Development Department

Sign Permit Application

Permit Number _____

Business Owner: _____ Telephone: (____) _____
 Address: _____ City/State: _____

Property Owner: _____ Telephone: (____) _____
 Address: _____ City/State: _____

Sign Contractor: _____ Telephone: (____) _____
 Address: _____ City/State: _____

Electrician: _____ Telephone: (____) _____
 Address: _____ City/State: _____

TYPE OF SIGN	
Freestanding	Awning
Monument	Window Signs
Wall	Changeable
Mansard	Special Event/Grand Opening
Canopy	Special Signs

SIGN PERMIT COST
Base Fee: _____
Sign Square Footage: _____
Electric Fee: _____
10% Surcharge: _____
PERMIT COST: _____

SIGN: _____ NEW _____ EXISTING _____ TEMPORARY

_____ ILLUMINATED _____ NONILLUMINATED

Freestanding/Monument Sign:

Maximum Number Allowed: One (1)
 Area of Face: _____ x _____ = _____
 Height From Finished Grade: _____
 Landscape Area: _____ x _____ = _____

Wall and Mansard Signs:

Maximum Number Allowed: One (1) Per Entrance
 Signable Wall Area: _____ x _____ = _____
 Sign Area: _____ x _____ = _____
 Height From Finished Grade: _____
 Projection From Wall: _____

Awning Sign:

Maximum Number Allowed: One (1)
 Surface Area of Awning: _____ x _____ = _____
 Lettering/Sign Area: _____ x _____ = _____

Canopy Sign:

Maximum Number Allowed: One (1)
 Signable Canopy Area: _____ x _____ = _____
 Sign Area: _____ x _____ = _____

Window Sign:

Maximum Number Allowed for Permanent Signs: Four (4)
 Window Area: _____ x _____ = _____
 Permanent Sign Area: _____ x _____ = _____
 Temporary Sign Area: _____ x _____ = _____

****Please attach a copy of the job proposal/contract and owner approval if applicable****
*****Attach THREE color copies of sign plans and application*****

Applicant Signature: _____ **Date:** _____

Development Manager Approval: _____ **Date:** _____

Note: The applicant herewith certifies that they understand and agree that the sign and related work being performed shall comply with this permit and with the electrical, landscape, and ordinance requirements. The issuance of this permit does not in any way invalidate any of the above-referenced requirements.