

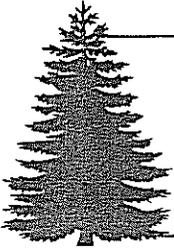
**EVERGREEN PARK BUILDING DEPARTMENT**  
**9418 S. KEDZIE AVE.**  
**EVERGREEN PARK, IL 60805**  
**TELEPHONE: (708) 229-3335 FAX: (708) 229-3336**

**SIGN PERMIT REQUIREMENTS**

1. Permit fees are 2.5 % of the estimated cost of a minimum of \$150.00.
2. Permits must be obtained before any work can begin on all new installations, replacement signs or any re-facing work.
3. All sign installers must be licensed with the Village of Evergreen Park. Any installer doing their own electrical work including hook ups and new installations must obtain an additional electrical license with the Village and an electrical permit charge will be added to the permit cost.
4. One set of drawings is required with all the proposed wording, colors and installation details. A written approval from the landlord/owner of the property must be submitted with the permit application.
5. All submitted drawings must include an elevation drawing showing the exact location of the new sign or awning.

**TEMPORARY SIGN REQUIREMENTS**

1. Temporary sign permit fee is \$50.00 and is allowed for a 30 day period only. Temporary sign permits will only be issued once a year.
2. Real estate signs over the standard 2' X 3' size require a permit. No time limit.



**VILLAGE OF EVERGREEN PARK  
BUILDING DEPARTMENT**

9418 S. Kedzie Avenue, Evergreen Park, IL 60805  
Phone: (708) 229-3335 ■ Fax: (708) 229-3336

**Office Use Only**

Permit #: \_\_\_\_\_

Date Issued: \_\_\_\_\_

**All information below must be filled out by the General Contractor prior to submission (Please Print)**

Project Address: \_\_\_\_\_ Property Owner's Name: \_\_\_\_\_  
 Applicant's Name: \_\_\_\_\_ Property Owner's Address: \_\_\_\_\_  
 Building Use: \_\_\_\_\_ Property Owner's Phone: \_\_\_\_\_  
 Real Estate Index # (PIN): \_\_\_\_\_ Construction Cost: \$ \_\_\_\_\_

Number of Stories: \_\_\_\_\_ Overall Height (in ft.) \_\_\_\_\_ Sq. Ft. of Project \_\_\_\_\_

- Single "A" Family Residence     
  Multi "B" Family Residence     
  Garage     
  Fire Sprinkler  
 Fire Alarm System     
  Commercial Building "C"     
  Commercial Building Build Out     
  Plumbing  
 Electrical     
  Sign     
  Mechanical     
  Fence  
 Other: \_\_\_\_\_

Illinois Business Tax Regulation #: \_\_\_\_\_

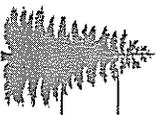
Structural Design List			
	License #		License #
Architect		Site Engineer	
Mechanical Engineer		Fire Alarm Design	
Sprinkler Design			
Contractor List			
General		Mechanical	
Carpenter		Painting	
Concrete		Paving	
Drywall		Plumbing (building)	
Electrical		Plumbing (site)	
Excavation		Roofing	
Exterior Finish		Sewer (building)	
Fence		Sewer (site)	
Fire Alarm		Sprinkler	
Insulation		Steel Erector	
Masonry		Tile/Carpet	
Sign			

Issue Permit     
  More Information Required     
  Permit Denied

Date Completed: \_\_\_\_\_ Code Official: \_\_\_\_\_

I attest that all information is accurate and complete to the best of my knowledge.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_  
 Applicant's Address: \_\_\_\_\_  
 Applicant's Phone: \_\_\_\_\_ Fax: \_\_\_\_\_



# FENCE / MECHANICAL / SIGN-AWNING SHEET

Permit No. \_\_\_\_\_

## FENCE PORTION

Type of Fence Installation:  New  Replacement

Plot of survey with line drawing of proposed fence submitted:  Yes  No

Type of Fence Construction:

Chain Link

Picket

Wood Privacy; Style: \_\_\_\_\_

PVC: \_\_\_\_\_

Other: \_\_\_\_\_

Fence Height: \_\_\_\_\_

Fence abuts commercial property:  Yes  No

Distance to Lot Lines:  
 N: \_\_\_\_\_ S: \_\_\_\_\_ E: \_\_\_\_\_ W: \_\_\_\_\_

Permit Fee  
 Permit fee based on 2% of total cost of installation, or replacement. Minimum permit fee charge: \$25

Total cost of fence installation: \$ \_\_\_\_\_

Permit Fee: \$ \_\_\_\_\_

"Contractor information" on front page

## MECHANICAL PORTION

Type of Unit:

Roof Unit  Heat Pump

Boiler  Central Unit

Furnace  Condensing Unit Replacement

Size of Electrical Service:

30 amp  60 amp

100 amp  Larger

LP Gas  Oil  Natural Gas  Electric

Compressor Location:

Rear of building  Roof

Permit fee is 1.5% residential / 2.5% commercial of the total cost of installation or a minimum of \$45.

Total cost of installation: \$ \_\_\_\_\_

Permit Fee: \$ \_\_\_\_\_

Electrical Permit Number: \_\_\_\_\_

Electrical Permit Fee: \$ \_\_\_\_\_

Instructions

- All installations will be subject to inspection and an inspection fee.
- All residential air conditioning units must be served by at least a 100 amp electrical service. This would include both new and replacement units. A disconnect must be provided for these units.
- Replacement residential condensing units may be replaced by a HVAC contractor and this replacement would include the connection and rehooking of the electrical connection for the unit only. Any other electrical work must be done by a licensed electrical contractor.
- All new commercial installation applicants must be accompanied by drawings and specifications.
- Electrical connections on both new and replacement A/C units must be done by a licensed electrical contractor.

Approved: \_\_\_\_\_ Date: \_\_\_\_\_

## SIGN / AWNING PORTION

Type of Sign Installation:  New  Replacement  Alteration

Type of Sign:

Wall  Ground  Pole

Projecting  Portable  Awning

Marquee  Temporary

Overall sign height from grade: \_\_\_\_\_ ft.

Grade to top of sign face: \_\_\_\_\_ ft.

Grade to bottom of sign face: \_\_\_\_\_ ft.

Sign Size: H \_\_\_\_\_ x W \_\_\_\_\_ x L \_\_\_\_\_

Square Feet of Sign Face(s): \_\_\_\_\_

Sign(s) Face Residential Property:  Yes  No

Overall awning height from grade: \_\_\_\_\_ ft.

Grade to bottom of awning: \_\_\_\_\_ ft.

Awning Size: H \_\_\_\_\_ x W \_\_\_\_\_ x L \_\_\_\_\_

Sign to be installed in/on:

Covered Mall  Mall

Strip Mall  Commercial District

Other \_\_\_\_\_

Does sign or awning project into or over right of way?  Yes  No

Projection into right of way: \_\_\_\_\_ ft.

Lowest portion above right of way \_\_\_\_\_ ft.

Distance to Lot Lines:  
 N: \_\_\_\_\_ S: \_\_\_\_\_ E: \_\_\_\_\_ W: \_\_\_\_\_

Marked plot of survey required for ground or pole sign installation. Drawings required: 1 set non electric signs and 2 electric signs with circuit diagrams. Drawings must contain detail, shop, and mounting and installation specifications.

Permit fee based on 2.5% of total cost of installation, renovation, or replacement. Minimum permit fee charge: \$150

Total cost of installation/replacement/renovation: \$ \_\_\_\_\_ @ 2.5% = \$ \_\_\_\_\_

Need written landlord approval:  Yes  No

Temporary signs = \$50

Electrical permit costs (if different): \$ \_\_\_\_\_

Good for 30 days except R.E. Signs - Only

Allow 1 temp sign per year

Total permit fees: \$ \_\_\_\_\_