

**Village of Bartlett**  
 Community Development Dept.  
 228 S. Main Street  
 Bartlett, IL 60103  
 Ph: (630) 540-5940  
 Fax: (630) 540-5436  
 E-mail: CommunityDevelopment@vbartlett.org



<b>For Office Use Only:</b> Permit #: _____ Received: _____ (Village Stamp)
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# Sign Permit Application

## Applicant Data

Name \_\_\_\_\_ Address \_\_\_\_\_ Phone # or Pager # \_\_\_\_\_

## Job Location

Name of Tenant \_\_\_\_\_ Address \_\_\_\_\_ Phone # \_\_\_\_\_

## Property Owner Data

Name \_\_\_\_\_ Address \_\_\_\_\_ Phone # \_\_\_\_\_

## Sign Contractor Data

Name \_\_\_\_\_ Phone # \_\_\_\_\_ Bartlett Lic. # & Exp. \_\_\_\_\_

Electrician's Name \_\_\_\_\_ Phone # \_\_\_\_\_ Bartlett Lic. # & Exp. \_\_\_\_\_

<b>Signage Data: ALL SIGNS MUST BE UL LISTED AND LABELED * Estimated Cost of Project \$ _____</b>		
<b>*** Plan Review Fee:</b> Payable at the time of application. <b>\$50 nonrefundable fee</b> for new sign permit applications plus a <b>\$40 electrical plan review fee</b> for new illuminated signs. A <b>\$40 nonrefundable fee</b> will be charged for the second and subsequent plan reviews. ***		
<b>Permanent Sign Type:</b> <input type="checkbox"/> Non-Illuminated (\$55) <input type="checkbox"/> Internally Illuminated (\$75) <input type="checkbox"/> Externally Illuminated (\$75)		
<input type="checkbox"/> Ground <input type="checkbox"/> Pole <input type="checkbox"/> Wall <input type="checkbox"/> Window <input type="checkbox"/> Awning/Canopy <input type="checkbox"/> Roof		
<b>Ground/Pole Signs</b> Overall Height _____ ft.   # of faces _____ Width _____ ft.   Height _____ ft.   Depth _____ ft. Total Sign Area _____ sq.ft. Setback _____ ft.		<b>Wall/Window Signs</b> Projection _____ in. Width _____ ft.   Height _____ ft. Total Sign Area _____ sq.ft.

\*No sign shall be constructed, erected, originally painted, converted, altered, rebuilt, enlarged, remodeled, relocated or expanded **BEFORE** a permit for such sign has been obtained in accordance with the standards and procedures set out in Chapter 12 of the Bartlett Zoning Ordinance. A violation of this ordinance could result in a fine of \$50-\$750. **Initials of Applicant\*** \_\_\_\_\_

Signature of Owner: \_\_\_\_\_  
 Signature of Tenant: \_\_\_\_\_  
 Signature of Applicant (if other than above): \_\_\_\_\_

<b>For Office Use Only:</b>			
Zoning: _____	Street Frontage: _____	Ind. Max. Allowed: _____	Total Max. Signage Allowed: _____
<b>Approved Signs:</b> Existing Signage: _____		Total Requested Signage: _____ Remaining: _____	
Sign 1 Dimensions: _____		Sign 2 Dimensions: _____ Sign 3 Dimensions: _____	
Setbacks: _____ Max. Height: _____		Easements: _____ Vision Triangle: _____	
<b>Approved By:</b> _____	<b>Date:</b> _____	<b>Plan Review Fee: \$</b> _____	<b>Permit Fee: \$</b> _____ <b>Total Fee: \$</b> _____



## Sign Permit Application Requirements

1. Completed Application with **all** applicable signatures obtained (see opposite side)
  2. 2 **Color** sketches of sign      Must be **TO SCALE** & indicate dimensions
  3. 2 Detailed sketches of sign      Must show: sign material, mounting or footing/foundation details, electrical details, location of disconnect switch, UL label, etc.
  4. 2 Elevations of store front (not required for ground or pole signs)      Must show dimensions of leased area and dimensions of the wall, window, or awning/canopy. Illustrate the sign location & size with the distance from lease lines and the height to bottom of sign marked.
  5. 2 Copies of the Site Plan (not required for wall, window or awning/canopy signs)      Must show entire lot with lot dimensions, building footprint, existing & proposed sign locations, dimensions of setbacks to roads and other signs & north arrow
  6. 2 Copies of the Landscape Plan (not required for wall, window or awning/canopy signs)      Landscape Plan must overlay the Engineering Plans and show the entire lot, a north arrow and the location of all landscaping, utilities, and signs. At least two conifers are required.
- \* All sign contractors/electricians completing work on any portion of the project must be licensed with the Village of Bartlett. *(Please contact Village Clerk's Office at (630) 837-0800)*
  - \* The Sign Permit Application **will not be reviewed** until the Plan Review Fee has been received.
  - \* The Sign Permit **will not be issued** until the plans have been approved & all applicable fees have been received.
  - \* A stamped permit copy of the plans will be sent to the applicant upon approval.
  - \* All signs must be UL listed and labeled.

**Sign Application is on the back of this sheet**