CITY OF FREEPORT, ILLINOIS
DEPARTMENT OF COMMUNITY DEVELOPMENT
City Hall Building ● 314 West Stephenson Street ● Freeport, IL 61032
Telephone (815) 235-8202 ● Fax (815) 599-5819

APPLICATION FOR SIGN PERMIT

Date: _____ Zoning: _____

Address of Sign Location: _____

This application is for (check one):

- ☐ Erection of a new sign
- ☐ Addition
- ☐ Alteration of a sign
- ☐ Replacement

Type of Sign: ☐ Business ☐ Advertising

Description:

- ☐ Wall
- ☐ Roof
- ☐ Canopy
- ☐ Illuminated
- ☐ Non-illuminated
- ☐ Directional
- ☐ Flat, projecting _____ (inches)
- ☐ Freestanding
- ☐ Ground
- ☐ Pole
- ☐ Pylon ☐ New ☐ Existing

Electrical Contractor: _____

Size: Height: _____ Length _____ Width _____ Area (sq.ft.) _____

Sign face setback from lot line:

Sign height:

From grade to bottom of sign _____

From grade to top of sign _____

From roof to top of sign _____

Lineal feet of street frontage: _____

Number of exterior signs on property: _____

Square feet of existing signs on property: _____

Square feet of building frontage: _____

Sign contractor: _____ Phone number: _____

This application is applicable to all types of signs: double or single face signs, projecting pylons, marquees, pole signs, poster panels, wall signboards and individual letters mounted in any manner where the context shall be exposed to view from the street. This application is required by Chapter 59, Article 5 of the Freeport Municipal Code. Any misrepresentation of facts contained on this form will result in this permit being declared null and void, and may require removal of this structure.

_____ Or _____

(Signature of property owner/agent) (Signature of sign contractor)

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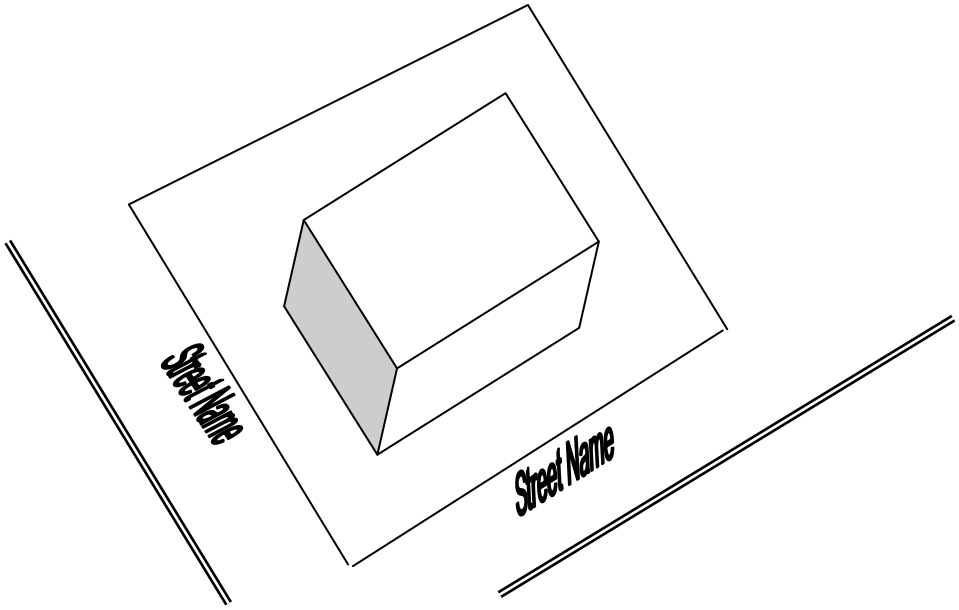
On the plot plan below, indicate all existing signs, their sizes, and the position of the new sign. Wall and roof signs shall be drawn on the building. Please add the street names. It is the obligation of the property owner to determine location of property lines. Location of pylons shall be marked for the pre-installation inspection.



SIGN PERMIT FEES AS OF 5.2007

Double or single-face signs, projecting pylons, marquees & pole signs

Up to 12 square feet	$32.00	13 to 25 square feet	$59.00
26 to 75 square feet	$91.00	76 to 100 square feet	$118.00
Over 100 square feet	$118.00 plus 11¢ per square feet for footage over 100 square feet		

Poster panels, signboards & individual letters

Note: The area of individual letters is to be calculated based on the smallest rectangle that will enclose the letter.

1 to 25 square feet	$32.00	26 to 60 square feet	$80.00
61 to 100 square feet	$102.00	101 to 300 square feet	$132.00
Over 300 square feet	$134.00 plus 5¢ per square foot for footage over 300 square feet		

Portable flashing signs $8.00 per each 15 day period; maximum 75 days

Off Premise signs $21.00

FOR OFFICE USE ONLY

Inspection by _____ Date _____

Comments:

_____

Any conflict with railroad or traffic signals? ☐ Yes ☐ No

☐ Approved ☐ Not approved Date _____ Fee _____