



# SIGN PERMIT APPLICATION

*Please type or print in ink.*  
**ALL APPLICABLE LINES MUST BE COMPLETED.**

**Community Development Department**  
 Building and Inspection Services Division  
 2100 Ridge Avenue  
 Evanston, Illinois 60201-2798  
 T 847.448.4311 FAX 847.448.8020  
[www.cityofevanston.org](http://www.cityofevanston.org)

**Property Address:** \_\_\_\_\_ (Include floor/unit #2 where work is to be done)  
 (This must include a house number and street name. For further assistance with exact address, please contact City Engineer 847-448-4311.)

**Use of Building:**

- Multi-Family
- Restaurant
- Office
- Retail: \_\_\_\_\_
- Health Care
- Educational:

**\*\* Office Use Only \*\***  
 Application # \_\_\_\_\_

**Scope of Work** (Be as detailed as possible): \_\_\_\_\_  
 \_\_\_\_\_ **Work Valuation** (required for permit issuance) \$ \_\_\_\_\_

**Applicant/Contact: Name:** \_\_\_\_\_

**Business Name:** \_\_\_\_\_ **Business Address:** \_\_\_\_\_

**Phone Number(s) (REQUIRED):** \_\_\_\_\_ **Email Address:** \_\_\_\_\_

**Property Owner (REQUIRED):** \_\_\_\_\_ **Phone #:** \_\_\_\_\_

**Address (if different):** \_\_\_\_\_ **Email Address:** \_\_\_\_\_

**Sign Company:** \_\_\_\_\_ **Phone #:** \_\_\_\_\_ **Fax#:** \_\_\_\_\_

**Address:** \_\_\_\_\_ **Valid Email Address:** \_\_\_\_\_

<p style="text-align: center;"><b>SIGN #1</b></p> <p><input type="checkbox"/> Temporary Sign      <input type="checkbox"/> Permanent Sign        # of Days: _____</p> <p><b>Dimension of Sign:</b> _____ (Sq. Ft)</p> <p><b>Area of sign:</b> _____ (Sq. Ft)</p> <p><input type="checkbox"/> Illuminated Sign      <input type="checkbox"/> Non-illuminated Sign</p> <p><b>Sign Type:</b></p> <p><input type="checkbox"/> Free-standing            <input type="checkbox"/> Single-Faced Sign    <input type="checkbox"/> Double-Faced Sign</p> <p><input type="checkbox"/> Wall        Quantity of Signs: _____ Total Area: _____ (Sq. Ft)</p> <p><input type="checkbox"/> Window        Quantity of Signs: _____ Total Area: _____ (Sq. Ft)</p> <p><input type="checkbox"/> Awning</p> <p><input type="checkbox"/> Canopy</p> <p><b>Attach a sign diagram or rendering to this application</b></p>	<p style="text-align: center;"><b>SIGN #2</b></p> <p><input type="checkbox"/> Temporary Sign      <input type="checkbox"/> Permanent Sign        # of Days: _____</p> <p><b>Dimension of Sign:</b> _____ (Sq. Ft)</p> <p><b>Area of sign:</b> _____ (Sq. Ft)</p> <p><input type="checkbox"/> Illuminated Sign      <input type="checkbox"/> Non-illuminated Sign</p> <p><b>Sign Type:</b></p> <p><input type="checkbox"/> Free-standing            <input type="checkbox"/> Single-Faced Sign    <input type="checkbox"/> Double-Faced Sign</p> <p><input type="checkbox"/> Wall        Quantity of Signs: _____ Total Area: _____ (Sq. Ft)</p> <p><input type="checkbox"/> Window        Quantity of Signs: _____ Total Area: _____ (Sq. Ft)</p> <p><input type="checkbox"/> Awning</p> <p><input type="checkbox"/> Canopy</p> <p><b>Attach a sign diagram or rendering to this application</b></p>
<p style="text-align: center;"><b>SIGN #3</b></p> <p><input type="checkbox"/> Temporary Sign      <input type="checkbox"/> Permanent Sign        # of Days: _____</p> <p><b>Dimension of Sign:</b> _____ (Sq. Ft)</p> <p><b>Area of sign:</b> _____ (Sq. Ft)</p> <p><input type="checkbox"/> Illuminated Sign      <input type="checkbox"/> Non-illuminated Sign</p> <p><b>Sign Type:</b></p> <p><input type="checkbox"/> Free-standing            <input type="checkbox"/> Single-Faced Sign    <input type="checkbox"/> Double-Faced Sign</p> <p><input type="checkbox"/> Wall        Quantity of Signs: _____ Total Area: _____ (Sq. Ft)</p> <p><input type="checkbox"/> Window        Quantity of Signs: _____ Total Area: _____ (Sq. Ft)</p> <p><input type="checkbox"/> Awning</p> <p><input type="checkbox"/> Canopy</p> <p><b>Attach a sign diagram or rendering to this application</b></p>	<p style="text-align: center;"><b>SIGN #4</b></p> <p><input type="checkbox"/> Temporary Sign      <input type="checkbox"/> Permanent Sign        # of Days: _____</p> <p><b>Dimension of Sign:</b> _____ (Sq. Ft)</p> <p><b>Area of sign:</b> _____ (Sq. Ft)</p> <p><input type="checkbox"/> Illuminated Sign      <input type="checkbox"/> Non-illuminated Sign</p> <p><b>Sign Type:</b></p> <p><input type="checkbox"/> Free-standing            <input type="checkbox"/> Single-Faced Sign    <input type="checkbox"/> Double-Faced Sign</p> <p><input type="checkbox"/> Wall        Quantity of Signs: _____ Total Area: _____ (Sq. Ft)</p> <p><input type="checkbox"/> Window        Quantity of Signs: _____ Total Area: _____ (Sq. Ft)</p> <p><input type="checkbox"/> Awning</p> <p><input type="checkbox"/> Canopy</p> <p><b>Attach a sign diagram or rendering to this application</b></p>

**Applicant Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_