

Community Development Department

Phone: (708) 671-3730

Fax: (708) 448-9542

8999 West 123rd Street

Palos Park, IL 60464

Email: permits@palospark.org

Web: www.palospark.org



SIGN PERMIT

Project Address: _____

Business Name: _____

Property Tax ID Number (PIN#) _____ - _____ - _____ - _____

Business Owner's Name: _____ (Best Contact) Phone #: _____

Email _____ @ _____

Owner's Address (if different): _____

Property Owner's Name: _____ Phone #: _____

Property Owner's Address: _____

A letter of approval from the Landlord/Property Owner is Required Before Permit can be approved.

Sign Contractor: _____

Sign Contractor's Address: _____

Sign Contractor's Phone #: _____ VOPP Registration # _____

Email _____ @ _____

Please check ONLY the Appropriate boxes:

FOR ALL SIGNS: ILLUMINATED YES ☐ NO ☐

1) PERMANENT SIGN ☐

- Type of Permanent Sign WALL ☐ GROUND ☐ POLE ☐
- Total Square Footage of Sign(s) _____

2) TEMPORARY SIGN ☐

GROUND ☐

Width _____ feet _____ inches by Height _____ feet _____ inches = _____ (x) _____ # of sides = **TOTAL** _____ sq. ft.
Maximum Thirty-Two (32) Square Feet per Single Sign Face

Start Date ____/____/____ End Date ____/____/____
Maximum Time Period Allowed 4 Weeks

Last Permit Date ____/____/____
(if applicable – minimum of 4 months in between)

BALLOON ☐

Start Date ____/____/____ End Date ____/____/____
Maximum Time Period Allowed 5 days

Last Permit Date ____/____/____
(if applicable – minimum of 3 months in between)

CONFIRMATION:

By signing below, I confirm that the information I provided is correct and accurate.

Sign Contractor: _____ Date: _____

Business Owner: _____ Date: _____

*If the Business Owner has not signed the permit application,
then a copy of the contract, signed by the Business Owner, must be submitted with permit application.*

PLEASE EMAIL COMPLETED APPLICATION TO: permits@palospark.org

SIGN PERMIT INFORMATION

All contracting businesses doing construction or related services must register annually with the Village of Palos Park. The Construction Contractor Registration and Code of Conduct Acknowledgement forms are available on the Village website www.palospark.org and at the Kaptur Center at 8999 West 123rd Street, Palos Park, Illinois 60464.

In addition to the Registration and Acknowledgement forms that must be completed and Registration fee paid, a Certificate of Insurance listing the Village of Palos Park as Certificate Holder is required. Please see Contractor Registration Application form for exact coverage and fee information.

You may contact the Building Department for guidance. We will assist by providing information, answering questions, reviewing plans, advising, inspecting for compliance, and requesting corrections of violations.

Application Process

Two copies of plans to be submitted with the application should show conformance to sign standards:

- Picture or drawing of the sign with dimensions of the sign size and wall
- Drawing of the sign location on site preferably on a plat of survey with dimensions to property lines, driveways, and other signs
- Method of anchoring ground signs
- Method of connecting to power source and grounding of illuminated signs

The Building Department will review plans, advise if additional information or revisions are needed, and contact the applicant when the plans and permit are approved and ready to be picked up and fees paid.

Standards

All signs (new or replacement) must comply with all Village standards. If illuminated, the sign shall be powered and grounded per 2020 National Electric Code (NEC). The list below highlights some of the sign standards. For a complete description of sign standards, see Village Code Section 1480.

Permanent Signs

- wall sign size 1.5 square feet per 1' of lineal wall, not to exceed 120 square feet
- ground sign size 50 square feet, except multi-tenant signs 100 square feet, and 10' high
- ground sign location 3' from property lines, 50' from other signs, 1 per 150' of road frontage

Temporary Signs

- flags, banners, party balloons only if attached to building wall
- ground sign size 32 square feet, 5' high
- ground sign location 3' from property lines, 50' from other signs, 2 per frontage

Prohibited Signs

- obstructing view of traffic or unsafe distraction of drivers
- signs with moving parts, flashing or moving lights, or carried by person or animal
- obstructing view or access to door, window, fire escape, fire hydrant, sidewalk
- attached to trees, utility pole, street light pole, road sign post
- on roofs or above roof line

Fees

Fees will be calculated and payable when the permit is issued. Please pay by check payable to the Village of Palos Park.