



Sign Permit Application

Community Development Department

4900 Village Commons Matteson, IL 60443

P: (708) 481-8313 | E: PAS@villageofmatteson.org

Name

Address (Street & Town)

Phone Number and
Email

Job Location (Business Name)

Property Owner/Management Co.

Sign Contractor

Property Index Number

Electrical Contractor

Party Responsible for Sign Maintenance

Sign Data: Permanent Signs

Estimated Project Cost: \$ _____

1) Sign Type: Non-Illuminated Internally Illuminated Externally Illuminated

Wall Window Ground Pole Blade/Projecting Awning/Canopy

2) Sign Size: **Width** _____ **Height** _____ **Total Area of Sign(s)** _____ sq.ft.

3) Sign Location: N S E W Setback: _____ ft. (Ground/ Pole Signs) Overall Sign Height: _____ ft. (Ground/Pole Signs) Projection: _____ in. (Wall/Awning Signs)

Existing Sign Sign No. _____ Type _____ Area _____ sq.ft.

Summary: Sign No. _____ Type _____ Area _____ sq.ft.

 Sign No. _____ Type _____ Area _____ sq.ft.

No sign shall be constructed, erected, originally painted, converted, altered, rebuilt, enlarged, remodeled, relocated, or expanded until a permit for such sign has been obtained from the Director of Community Development in accordance with the standards and procedures set out in Sec. 159.55 of the Matteson Zoning Code. The required fee shall be paid upon application for such permit. I hereby certify that the information above, any attached plans & specifications and other attached documentation is true to the best of my knowledge and agree to comply strictly with all applicable codes & ordinances of the Village of Matteson in completion of the work.

Property Owner/Management Signature: _____

Tenant Signature: _____

Applicant Signature (if other than above): _____