



Permit #

Office use only

Ground Sign Permit Application

Name of Business _____

(for which the permit is requested):

Address of Business: _____

(for which the permit is requested):

Business Owner's Name (print): _____

Business Owner's Phone: _____ Fax: _____

E-mail: _____

Property Owner's Name: _____

Property Owner's Address: _____

Property Owner's Phone: _____ Fax: _____

E-mail: _____

Sign Contractor: _____

Sign Contractor Address: _____

Sign Contractor Phone: _____ Fax: _____

E-mail: _____ Est. Cost of Signs: _____

Electrician (if applicable): _____

Electrician Address: _____

Electrician Phone: _____ Fax: _____

E-Mail: _____

Enclose a current copy of electrical license with reciprocating municipality and Certificate of Insurance with minimum general liability of \$500,000, listing the Village as Certificate Holder.



325 N. O'Plaine Road; Gurnee, IL 60031; phone 847.599.7550; fax: 847.623.9475

Applicant name: _____

Applicant Affiliation (i.e., property owner, business owner, sign contractor): _____

Applicant Information if not provided above (name, address, phone, fax, e-mail): _____

THE FOLLOWING SUPPLEMENTAL INFORMATION SHALL BE PROVIDED AT TIME OF SUBMISSION. FAILURE TO PROVIDE ANY OF THE FOLLOWING INFORMATION WILL DELAY THE REVIEW PROCESS:

- Detailed Description** of project including signs being removed, as well as the number, type, size, and location of signs proposed for installation.

- Plat of Survey** for the parcel proposed for the ground sign

- Photos of any Existing Ground Signs On-site**; including a written account of whether these signs are to remain or be removed as part of the permit application

- 3 Copies of Detailed Color Plans** (minimum size 11" x 7") of proposed sign (s) showing the following for each:
 - Height (from grade to the top of the structure)
 - Size (dimensions) for the sign face (the sign face does not include any supports)
 - Materials used in the sign
 - Whether the sign is illuminated and if so, specifics on how illumination is achieved
 - Type of sign – specify whether the sign is a box sign, screened box sign, a distinctive material sign, or an “other” sign (refer to the attached definitions of sign types).
 - Each sketch for a proposed sign must be marked as “APPROVED” by the property owner and must contain the property owner’s name, signature, and date

- 3 copies of a Site Plan** reflecting the location of the sign (s) on the site. If more than one sign is proposed, number the signs and reflect the corresponding numbers to the site plan for their location (including dimensions from the leading edge of the sign to any property line and/or parking space/circulation aisle)

- 3 Copies of a Landscape Plan** for around the base of the sign (s). If more than one sign is proposed, number the signs and reflect the corresponding number to the landscape plan (the amount of landscape area must equal the size of the proposed sign face)

- Indicate whether the sign is one-sided, two-sided, or multi-sided** (please note that when sign faces of a multi-sided sign are parallel or within 30 degrees of parallel, only one side is counted when determining the area of the sign face. However, if the sign faces are not parallel or within 30 degrees of parallel, all sign faces are counted toward the area of the sign face.)

- PDF OF PLANS** (Provided on a CD with submittal)

Electrical Requirements

1. **Code Requirements and standards are to meet the following:**
2. **Building (commercial) - 2003 IBC with Village of Gurnee amendments**
3. **Electrical - 2002 N.E.C. with Village of Gurnee amendments**
4. **Gurnee Zoning Ordinance**
5. **REMINDER, call for inspections.**
6. **General contractor or owner will be responsible for notifying all sub-contractors as to this plan review.**
7. **The sign contractor is responsible for scheduling a final inspection for the sign. The sign shall not be placed into service prior to being approved by the electrical inspector. The sign contractor shall be responsible for providing access to all portions of the sign for inspections, and shall be on site for the inspection. Try to work out inspection so that the sign can be inspected before it is installed, or have man on job with a ladder. Please allow a 24-hour notice for all inspections.**
8. **Signs shall be assembled and installed per Article 600 of the 2002 NEC, Ordinance 2003-76 of the Village of Gurnee, and the Village of Gurnee Zoning Ordinance.**
9. **Signs shall be listed and labeled per Ordinance 2003-76, i.e. NRTL approved.**
10. **Provide a disconnect per Article 600.6 of the 2002 NEC. The disconnect shall be installed on the sign or on the face of the building.**
11. **Grounding shall conform to Articles 600.7 and 250 of the 2002 NEC.**
12. **Wiring method must follow Ordinance 2003-76.**
13. **Wiring method for low-voltage signs must follow Ordinance 2003-76 Articles 720 and 725. Install a raceway system when wiring is in a wall, or install a sleeve when passing through a wall. Install bushings on the end of the system. ALWAYS CHECK THE ORDINANCE.**

Village of Gurnee
Community Development
325 N. O'Plaine Road
Gurnee IL 60031-2636

Phone: 847-599-7550
Fax: 847-623-9475



Community Development

**Sign Ordinance can be found
online at:
www.gurnee.il.us**

Applicant & Property Owner Signature Required

No error or omission in either the plans or application, whether said plans and application have been approved by the Community Development Division or not, shall permit the applicant to construct the work in any manner other than that provided for in the ordinances of this Village. The owner, having read the application for the ground sign permit and having checked the plot plan hereon shown and fully understanding the intent thereof, declares that the statements made and the drawings shown are true to the best of his/her belief.

The application **MUST** be signed by the Owner of the Property indicated in this permit.

Do not sign unless you have read and checked this application and everything is complete.

Applicant Signature: _____

Print Name: _____

Date: _____

Property Owner Signature: _____

Print Name: _____

Date: _____

Office Use Only

Approval	
Building Department	Date

Fees	Cost
Electrical	\$
Sign	\$
Miscellaneous	\$
Total	\$