

FOR OFFICE USE ONLY:

Jurisdiction: Village of Hinckley

Permit Number: - -

Date Received: / /

Date Issued: / /

# SIGN PERMIT APPLICATION

(Type or print in black or blue ink)

Applicant's Name: \_\_\_\_\_ Applicant's Address: \_\_\_\_\_  
Street/P.O. Box

Applicant's Telephone: \_\_\_\_\_  
City/State/Zip

Applicant's Fax Number: \_\_\_\_\_ Applicant's E-Mail Address: \_\_\_\_\_

Owner's Name: \_\_\_\_\_ Owner's Address: \_\_\_\_\_  
(If different from applicant.) Street/P.O. Box

Owner's Telephone: \_\_\_\_\_  
City/State/Zip

Owner's Fax Number: \_\_\_\_\_ Owner's E-Mail Address: \_\_\_\_\_

Address for Permit: \_\_\_\_\_ Business Name: \_\_\_\_\_

Applicant is: \_\_\_\_\_ Sign Company \_\_\_\_\_ Tenant \_\_\_\_\_ Owner \_\_\_\_\_ Contact: \_\_\_\_\_

	Name	Street Address City/State/Zip	Telephone	Facsimile
Sign Company	_____	_____	- -	- -
Electrical Contractor	_____	_____	- -	- -

TOTAL NUMBER OF NEW SIGNS:

	Freestanding	Mounted on Building
Single-faced:	_____	_____
Double-faced:	_____	_____

Check one of the following:

- A. The application is for a new sign(s) to replace an existing sign(s) for the same business or use.
- B. The application is for a new sign(s) for an existing business or use.
- C. The application is for a new sign(s) for a new business or use.
- D. The application is for a new sign(s) to replace an existing sign(s) for a new business or use.

If A. or B. is checked, the following submittals are required:

- Two site plans indicating location and setbacks of all proposed and existing signs. This includes signs on the sides of buildings.
- Two copies of sign elevations with exact wording and dimensions of letters, and an indication of whether sign(s) are single or double-faced. Dimensions are to include height and overall size. Indicate type of lighting (internal or external), if any.

If C. or D. is checked, the above submittals are required along with completing the following information:

Previous use of the property or space: \_\_\_\_\_

Proposed new use: \_\_\_\_\_

UNDER PENALTIES OF INTENTIONAL MISREPRESENTATION AND/OR PERJURY, I declare that I have examined and/or completed this application, and that it is true and correct to the best of my knowledge and belief. I agree to construct said improvement(s) in compliance with all provisions of the Building and Zoning Ordinances and all amendments thereto. I realize the information I have affirmed hereon forms a basis for the issuance of a building permit and any misrepresentations will nullify any permit issued based upon this application. I also realize this permit is null and void 180 days from the date of issuance; and, it is my responsibility to request and have all required inspections completed prior to continuing with construction. *The applicant for this permit agrees to pay all Plan Review Fees whether or not a permit is issued (no refunds will be issued). If the permit is returned after issuance for a refund because of project cancellation, the applicant agrees to pay a penalty payment of 25% of the building permit fee, to defray administrative costs.*

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name of Applicant: \_\_\_\_\_

Approved by: \_\_\_\_\_ Building Permit Fee: \$ \_\_\_\_\_