



VILLAGE OF ITASCA
 COMMUNITY DEVELOPMENT DEPARTMENT
 550 W. IRVING PARK ROAD, ITASCA IL 60143
 P: 630-773-5568 | E: COMMDEV@ITASCA.COM
WWW.ITASCA.COM

DATE RECEIVED STAMP:

SIGN PERMIT WORKSHEET

MUST BE SUBMITTED WITH ALL BUILDING PERMIT APPLICATIONS FOR SIGNS

*** REQUIRED INFORMATION**

All words, terms, and phrases contained in this application shall be construed and interpreted in accordance with, and have the same meaning as, those defined in the Itasca Municipal Code, as which may be amended, from time to time. All references in this application shall be deemed to be the property that is the subject of this application and any and all improvements located thereon.

*PROPERTY ADDRESS & SUITE #: _____ PERMIT #: _____

SIGN# ¹	SIGN TYPE	FAÇADE LOCATION ²	ILLUMINATED (Y/N)	SIDES	SIGN HEIGHT	SIGN LENGTH	SIGN AREA	MOUNTING HEIGHT ³
TOTAL PROPOSED SIGN AREA:								

¹ Coordinate with location on site map.
² Applicable only for wall signs.
³ Measured from the ground to the top of the sign.

SIGN #	SIGN TYPE	FAÇADE LOCATION	SIGN AREA
TOTAL EXISTING SIGN AREA:			

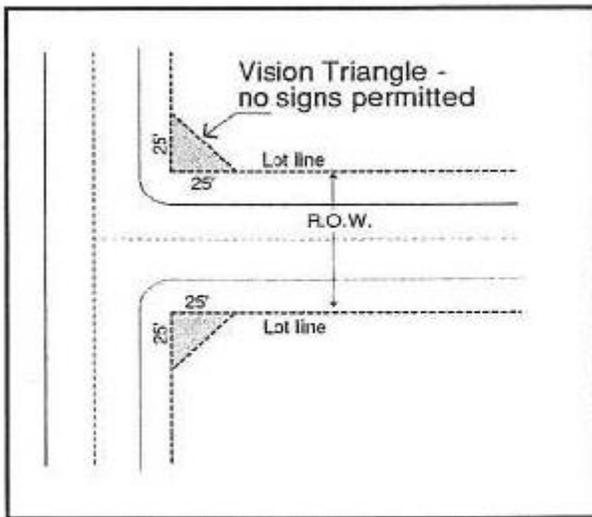
REQUIRED SUBMITTALS:

- Scaled Drawings of Proposed Sign (Scale must be indicated on drawings)
- Scaled and dimensioned site plan or Plat of Survey indicating the following: roadways, parking lots, buildings, location of existing signs, and location of proposed signs.
- Building Elevations with location of Proposed Wall Signs (if applicable)

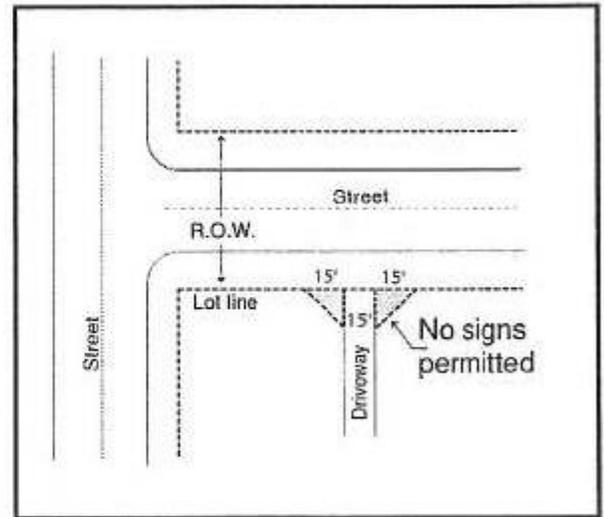


IMPORTANT INFORMATION TO APPLICANTS:

1. Incomplete Applications and/or missing required submittals will NOT be accepted.
2. One Sign Permit Application may be completed for each building.
3. The Itasca Zoning Ordinance (see Section 14 for Sign Regulations) may be found online on the Village's Website at www.itasca.com.
4. Site Plans or Plats of Survey submitted for Ground Signs must contain all existing improvements and exact dimensions of setbacks from property lines and adjacent rights-of-way, and linear feet of buildings.
5. All submitted drawings must be drawn to a common scale.
6. Note the following Diagrams provided below to assist with sign location and measurements:



(Site Triangle - Street)



(Site Triangle - Driveway)

Sign In Cabinet/Frame/Panel



Sign without Cabinet/Frame/Panel

