



Village of Itasca

Community Development Department

550 W. Irving Park Road, Itasca, IL 60143
PHONE: 630-773-5568 | FAX: 630-773-0852
www.itasca.com

SIGN & TEMPORARY SIGN PERMIT CHECKLIST

RESIDENTIAL NEW CONSTRUCTION & ADDITION PERMIT CHECKLIST

The following items must be received in order for the Community Development Department to process the permit application. **Incomplete applications will not be accepted.**

<u>ITEM</u>	<u>APPLICANT SIGN OFF</u>	<u>COMM. DEV. SIGN OFF</u>
1. Completed Temporary/ Sign Permit Application	<input type="checkbox"/>	<input type="checkbox"/>
2. 2 Sets of Sign Drawings*	<input type="checkbox"/>	<input type="checkbox"/>
3. 2 Copies of Plat of Survey (for Ground Signs only)	<input type="checkbox"/>	<input type="checkbox"/>

* 3 Sets of Sign Drawings if Illuminated Sign

FOR OFFICE USE ONLY:

DATE RECEIVED: _____ PERMIT #: _____

ADDRESS: _____ OWNER/TENANT: _____

TYPE OF WORK: _____

Routed To	Sent	Returned	Resubmittal	Returned
Zoning				