



# SIGN PERMIT APPLICATION

*Please type or print in ink.*  
ALL APPLICABLE LINES **MUST** BE COMPLETED.

**Community Development Department**  
Building and Inspection Services Division  
2100 Ridge Avenue  
Evanston, Illinois 60201-2798  
T 847.448.4311 FAX 847.448.8020  
[www.cityofevanston.org](http://www.cityofevanston.org)

**Property Address:** \_\_\_\_\_ (Include floor/unit #2 where work is to be done)  
(This must include a house number and street name. For further assistance with exact address, please contact City Engineer 847-448-4311.)

**Use of Bldg:**

- Multi-Family
- Restaurant
- Office
- Retail: \_\_\_\_\_
- Health Care
- Educational:

*\*\* Office Use Only \*\**

Application # \_\_\_\_\_ -00000- \_\_\_\_\_

**Scope of Work** (Be as detailed as possible): \_\_\_\_\_  
\_\_\_\_\_ **Work Valuation** (required for permit issuance) \$ \_\_\_\_\_

Applicant/Contact: **Name:** \_\_\_\_\_

**Business Name:** \_\_\_\_\_ **Business Address:** \_\_\_\_\_

**Phone Number(s):** \_\_\_\_\_ **Email Address:** \_\_\_\_\_

**Property Owner (REQUIRED):** \_\_\_\_\_ **Phone #:** \_\_\_\_\_

**Address** (if different): \_\_\_\_\_ **Email Address:** \_\_\_\_\_

Sign Company: \_\_\_\_\_ **Phone #:** \_\_\_\_\_ **Fax#:** \_\_\_\_\_

**Address:** \_\_\_\_\_ **Valid Email Address:** \_\_\_\_\_

<p style="text-align: center;"><b>SIGN #1</b></p> <p><input type="checkbox"/> Temporary Sign      <input type="checkbox"/> Permanent Sign # of Days: _____</p> <p><b>Dimension of Sign:</b> _____ (Sq. Ft) <b>Area of sign:</b> _____ (Sq. Ft)</p> <p><input type="checkbox"/> Illuminated Sign      <input type="checkbox"/> Non-illuminated Sign</p> <p><b>Sign Type:</b> <input type="checkbox"/> Free-standing     <input type="checkbox"/> Single-Faced Sign    <input type="checkbox"/> Double-Faced Sign</p> <p><input type="checkbox"/> Wall Quantity of Signs: _____ Total Area: _____ (Sq. Ft)</p> <p><input type="checkbox"/> Window Quantity of Signs: _____ Total Area: _____ (Sq. Ft)</p> <p><input type="checkbox"/> Awning <input type="checkbox"/> Canopy</p> <p><b>Attach a sign diagram or rendering to this application</b></p>	<p style="text-align: center;"><b>SIGN #2</b></p> <p><input type="checkbox"/> Temporary Sign      <input type="checkbox"/> Permanent Sign # of Days: _____</p> <p><b>Dimension of Sign:</b> _____ (Sq. Ft) <b>Area of sign:</b> _____ (Sq. Ft)</p> <p><input type="checkbox"/> Illuminated Sign      <input type="checkbox"/> Non-illuminated Sign</p> <p><b>Sign Type:</b> <input type="checkbox"/> Free-standing     <input type="checkbox"/> Single-Faced Sign    <input type="checkbox"/> Double-Faced Sign</p> <p><input type="checkbox"/> Wall Quantity of Signs: _____ Total Area: _____ (Sq. Ft)</p> <p><input type="checkbox"/> Window Quantity of Signs: _____ Total Area: _____ (Sq. Ft)</p> <p><input type="checkbox"/> Awning <input type="checkbox"/> Canopy</p> <p><b>Attach a sign diagram or rendering to this application</b></p>
<p style="text-align: center;"><b>SIGN #3</b></p> <p><input type="checkbox"/> Temporary Sign      <input type="checkbox"/> Permanent Sign # of Days: _____</p> <p><b>Dimension of Sign:</b> _____ (Sq. Ft) <b>Area of sign:</b> _____ (Sq. Ft)</p> <p><input type="checkbox"/> Illuminated Sign      <input type="checkbox"/> Non-illuminated Sign</p> <p><b>Sign Type:</b> <input type="checkbox"/> Free-standing     <input type="checkbox"/> Single-Faced Sign    <input type="checkbox"/> Double-Faced Sign</p> <p><input type="checkbox"/> Wall Quantity of Signs: _____ Total Area: _____ (Sq. Ft)</p> <p><input type="checkbox"/> Window Quantity of Signs: _____ Total Area: _____ (Sq. Ft)</p> <p><input type="checkbox"/> Awning <input type="checkbox"/> Canopy</p> <p><b>Attach a sign diagram or rendering to this application</b></p>	<p style="text-align: center;"><b>SIGN #4</b></p> <p><input type="checkbox"/> Temporary Sign      <input type="checkbox"/> Permanent Sign # of Days: _____</p> <p><b>Dimension of Sign:</b> _____ (Sq. Ft) <b>Area of sign:</b> _____ (Sq. Ft)</p> <p><input type="checkbox"/> Illuminated Sign      <input type="checkbox"/> Non-illuminated Sign</p> <p><b>Sign Type:</b> <input type="checkbox"/> Free-standing     <input type="checkbox"/> Single-Faced Sign    <input type="checkbox"/> Double-Faced Sign</p> <p><input type="checkbox"/> Wall Quantity of Signs: _____ Total Area: _____ (Sq. Ft)</p> <p><input type="checkbox"/> Window Quantity of Signs: _____ Total Area: _____ (Sq. Ft)</p> <p><input type="checkbox"/> Awning <input type="checkbox"/> Canopy</p> <p><b>Attach a sign diagram or rendering to this application</b></p>

**I have completed the application honestly and to the best of my knowledge:**

**Applicant Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_