SIGN APPLICATION CHECKLIST

NOTE: The sign permit application will not be reviewed until all the required information from the following list is submitted to the City.

Required Documents:

□ Completed Sign Permit Application

□ Letter from the builder owner giving consent to install the signage proposed

□ If the sign abuts a public way provide a Certificate of Insurance for General Liability in the amounts of $1 million naming the City of Evanston as an Additional Insured

Required Drawings: (submit 2 copies)

□ Site Plan showing location of the signage proposed, buildings, and property lines. Provide lot and building dimensions: designate streets and alleys; and show a north arrow. For freestanding signs dimensions distance to the nearest property line.

□ Wall Elevation showing all wall or window signs or awnings. Give sign dimensions; give height to the top of the sign; and give sign projection dimension from the face of the wall. Also, furnish the dimensions of the graphic portion on the sign or awning. Provide the dimension from grade to the top of awning and to the bottom of the awning skirt. Give the dimension that the awning projects from the wall surface.

□ For illuminated signs or awnings provide circuit size and number. Submit a completed City of Evanston Electrical Worksheet.