



# SIGN PERMIT APPLICATION

## VILLAGE OF RIVER GROVE

2621 THATCHER AVE, RIVER GROVE IL 60171

DAVID B. GUERIN, PRESIDENT

PHONE 708-453-8007 FAX 708-453-1337

|                            |
|----------------------------|
| PERMIT NUMBER _____        |
| DATE ISSUED ____/____/____ |
| APPROVED FEE \$ _____      |

**BEFORE PROCEEDING WITH ANY CONSTRUCTION, YOU ARE ADVISED TO VERIFY COMPLIANCE WITH ALL APPLICABLE ZONING AND/OR BUSINESS LICENSE REQUIREMENTS FOR CONDUCTING ANY BUSINESS OR ENTERPRISE**

Date: \_\_\_\_\_

Legal Business Name: (must appear on sign) \_\_\_\_\_

Property Owners Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Property Address: \_\_\_\_\_ RIVER GROVE, IL 60171

Type of Construction:  residential  commercial  industrial

Type of Work:  new OR  maintenance Valuation: \$ \_\_\_\_\_

temporary OR  permanent  
not to exceed 30 days

Temporary Sign Dates: Starting date: \_\_\_\_\_ Ending date: \_\_\_\_\_

Installing Contractor: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Electrical Contractor \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Type of sign:  awning and canopy  electronic display screen  freestanding pole  
 electronic message center  freestanding monument  projecting  
 street clock  wall  window

Size of sign: length \_\_\_\_\_ width \_\_\_\_\_ height \_\_\_\_\_ sq ft \_\_\_\_\_

weight \_\_\_\_\_

Applicants Signature \_\_\_\_\_ Phone \_\_\_\_\_

# REQUIREMENTS FOR OBTAINING VILLAGE OF RIVER GROVE SIGN PERMIT

1. Completed Building Permit Application
2. Village of River Grove Contractor's License required for ALL Contractors and Sub-Contractors with current insurance and bond.
3. Certificate of insurance required for all Contractors and Sub-Contractors (\$1,000,000 Minimum Liability)
4. \$10,000 Permit Bond for each Contractor and Sub-Contractor
5. Copy of new sign in color is required. Please email with total square footage.
6. Electrical Contractors also require copy of registration from Licensing Municipality
7. Attach company estimates, work orders or receipts
8. All inspections must be scheduled 24 hours in advance. Possible late fees and/or re-inspection fees applied if work is not completed in a reasonable period of time and/or if numerous inspections are required
9. **DO NOT COMMENCE WORK BEFORE PERMIT IS ISSUED, \$200.00 FINE OR FEES DOUBLED (WHICHEVER IS GREATER) IF WORK IS STARTED BEFORE PERMIT IS ISSUED.**