

Permit # _____

SIGNS



Building & Code Enforcement Division
200 S Fourth Street - DeKalb, IL 60115
Phone: (815) 748-2070

Call Julie at 1-800-892-0123 (operates 24 hours a day, 365 days a year)

SIGN PERMIT APPLICATION

LOCATION OF SIGN INSTALLATION

Please provide the address → → →

REQUIREMENTS FOR ALL APPLICANTS

- ✓ Submit a site plan indicating the position of the proposed sign in relation to other structures.
- ✓ Submit drawings to scale of the sign.
For wall signs, submit a drawing indicating **width of the frontage** of the space where sign will be placed.
- ✓ Schedule all applicable inspections: footing, electrical, and final.
- ✓ The owner of the sign and the undersigned agree to conform and abide by all applicable codes and ordinances of the City of DeKalb.

SIGN TYPE		SIGN DIMENSIONS	ILLUMINATED SIGN?		
	Monument Sign	X	YES*		NO
	Wall Sign	X	YES*		NO
	Directional Sign	X	YES*		NO
	Awning	X			
	Face Change ONLY	X			

** If sign is illuminated, an electrician registered in DeKalb must be listed below.*

SITE INFORMATION

If Property Owner is the applicant, check here →

Applicant / Business Name: _____

Business Address: _____

Phone: _____ Email address: _____

SIGN CONTRACTOR INFORMATION

If Sign Contractor is the applicant, check here →

Name: _____

Address: _____

Phone: _____ Email address: _____

* ELECTRICAL CONTRACTOR INFO (for illuminated signs)

If Electrical Contractor is the applicant, check here →

Name: _____

Address: _____

Phone: _____ Email address: _____

APPLICANT SIGNATURE: **X**

DATE: _____

Permit Fees: \$60 each Permanent Sign • Electrical Additional • Fee Determined upon Review
Permit Payment not required until approved and ready for pick up.

CITY OF DEKALB USE ONLY

APPROVED BY: _____

DATE: _____ FEE: _____