

EVERGREEN PARK BUILDING DEPARTMENT

9418 S. KEDZIE AVE.

EVERGREEN PARK, IL 60805

TELE: (708) 229-3335 or (708) 229-8720

FAX (708) 229-3336

SIGN PERMIT NOTES

REQUIREMENTS:

- 1. PERMIT FEES ARE 2% OF THE ESTIMATED COST OR A MINIMUM OF \$100.**
- 2. PERMITS MUST BE OBTAINED BEFORE ANY WORK CAN BEGIN ON ALL NEW INSTALLATIONS, REPLACEMENT SIGNS OR ANY REFACING WORK.**
- 3. ALL SIGN INSTALLERS MUST BE LICENSED WITH THE VILLAGE OF EVERGREEN PARK AS "SIGN INSTALLERS". ANY INSTALLER DOING HIS OWN ELECTRICAL WORK – INCLUDING HOOK UPS AND NEW INSTALLATIONS OF A/C UNITS, MUST OBTAIN AN ADDITIONAL ELECTRICAL LICENSE WITH THE VILLAGE AND A SEPARATE ELECTRICAL PERMIT.**
- 4. ONE SET OF DRAWINGS IS REQUIRED WITH ALL THE PROPOSED WORDING, COLORS, AND INSTALLATION DETAILS.**
- 5. WRITTEN APPROVAL FROM THE LANDLORD MUST BE SUBMITTED WITH THE PERMIT APPLICATION.**
- 6. ALL SUBMITTED DRAWINGS MUST INCLUDE AN ELEVATION DRAWING SHOWING THE EXACT LOCATION OF THE NEW SIGN OR AWNING (PREFERABLY A PICTURE SUPERIMPOSED ON THE BUILDING).**

TEMPORARY SIGNS – PERMIT REQUIRED:

- 1. ONE TEMPORARY SIGN ALLOWED PER YEAR.**
- 2. TEMPORARY SIGN PERMIT FEE \$15.00**
- 3. TEMPORARY SIGNS ARE GOOD FOR 30 DAYS ONLY.**
- 4. REAL ESTATE SIGNS OVER THE STANDARD 2' X 3' SIZE REQUIRE PERMIT.**