

Village of Vernon Hills
Sign Permit Application

APP # _____ PERMIT # _____



BUSINESS NAME:			
<i>Business Address:</i>			
<i>Business Email:</i>			<i>Business Phone:</i>
SIGN CONTRACTOR:			
<i>Company Address:</i>			
<i>Company Email:</i>			<i>Business Phone:</i>
APPLICANT:			
<i>Name & Business Address, City, Zip</i>			
<i>Applicant Email:</i>			<i>Applicant Phone:</i>
BOND PAYER			
ELECTRICIAN:	<i>* Include if sign is illuminated</i>		
<i>Electrician Address</i>	<i>Include copy of electrician license Expiration License Date:</i>		
JOB COST:	\$	<input type="checkbox"/> Plan Review Fee \$75.00 due at submitting time Permit Fees \$ _____ Sign Fee \$ _____ Comp Bond \$ _____ TOTAL \$ _____	
SCOPE OF JOB:			

<p>Sign Information:</p> <p><input type="checkbox"/> # Temporary signs _____, Display Dates _____</p> <p><input type="checkbox"/> # Permanent signs _____</p> <p style="margin-left: 20px;"> <input type="checkbox"/> Wall _____ <input type="checkbox"/> Ground _____ <input type="checkbox"/> Awning/Canopy _____ <input type="checkbox"/> Projecting _____ <input type="checkbox"/> Other (_____) _____ </p> <p><input type="checkbox"/> Sign Size (s) (area) _____</p> <p><input type="checkbox"/> Sign Height (s) _____</p> <p><input type="checkbox"/> Illuminated <input type="checkbox"/> Non-Illuminated</p>	<ol style="list-style-type: none"> 1. Permit Application filled out. 2. \$75.00 Plan Review Fee – Cash or check only (no CC) <i>Payable to Village of Vernon Hills</i> 3. If there is more than one sign being applied for, for the same location, please submit only one permit app that includes the information for all signs with a combined cost. 4. 3 sets of sign layouts, drawn to scale in full color. If there is more than one sign being applied for, provide 3 layouts for each sign. 5. <i>Owner/Property Management Approval</i> *Must have approval - <i>Authorize, sign on actual sign plans</i> 6. Monument or post sign, provide 3 site plans indicating the location of the sign within the property lines. 7. Approval - notify by phone or email, permit fees.
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REQUIRED SIGNATURE - I hereby certify that the owner of record authorizes the proposed work, and that I have been authorized by the owner to make this application. Furthermore, I have read and examined this application and checklist. All provisions of laws and ordinances governing this work will be compiled with, whether specified herein or not.

Printed Name _____ Signature _____

Permits expire ~ 1 year from release date _____ Date: _____

LESS CONTACT OPTIONS - 290 Evergreen, 60061: Mail, Drop Box, Walk-In– Pay all fees upfront for email delivery
 VH Sign Ordinances - [CLICK HERE](#) *20 business day turnaround time - VVH does not license contractors

Approval: _____ **Date:** _____