



City of Countryside
Community Development Department

803 Joliet Road 708-354-1860

Permit # _____

building@countryside-il.org

Sign Permit Application – Page 1

Provide page 1 for each sign. Submit all documents via email.

Date: _____ Total Cost of Work \$ _____ ☐ Commercial/Industrial ☐ Multi-Family ☐ Land

Property Owner: _____ Owner Phone: _____

Countryside Project Address: _____, Countryside IL 60525

Tenant or Event Name: _____

This sign is: ☐ New ☐ Upgrading/Replacing ☐ Relocating. Any existing signs to remain? ☐ Yes ☐ No

Sign is for a: ☐ New Business ☐ Special Event Banner ☐ Temporary Sign ☐ A-Frame ☐ N/A

If permanent sign, total square footage of all signs at this location, including proposed: _____ sq. ft.

☐ FREESTANDING or ☐ MONUMENT SIGN or ☐ MARQUEE

Size: Width _____ feet x Height _____ feet. Total sq. ft. _____

Height from grade to top of sign: _____ feet.

Distance from street right-of-way to sign: _____ feet.

Setback from nearest property line to sign: _____ feet.

Open space between grade and baseline of sign: _____ feet.

Illumination: ☐ None ☐ Internal ☐ External

☐ WALL SIGN or ☐ CANOPY / AWNING

Size: Width _____ feet x Height _____ feet. Total sq. ft. _____

Projection from the wall: _____ inches.

Illumination: ☐ None ☐ Internal ☐ External

Linear footage of building or tenant space if multi-unit: _____ feet.

☐ TEMPORARY BANNER or EVENT or A-FRAME

Size: Width _____ feet x Height _____ feet. Total sq. ft. _____

Material: _____. To be secured with: _____.

A-Frame quarters sign will be up: ☐ Q1 Jan-Mar, ☐ Q2 Apr-Jun, ☐ Q3 Jul-Sep, ☐ Q4 Oct-Dec

Temporary sign up from _____ to _____. Temporary signs max 40 days.

☐ COPY / FACE / PYLON CHANGE ONLY



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Sign Permit Application – Page 2

Countryside Project Address: _____, Countryside IL 60525

Total number of signs being applied for: _____

- ☐ I have provided a survey/site plan showing the location for each proposed sign
- ☐ I have included pictures of the proposed sign (with pictures of existing state for permanent signs)
- ☐ I have included specifications / details including colors, materials, dimensions, attachments, etc.

Sign Installer Company: _____

OFFICE USE:

Address: _____

Phone: _____ Email: _____

If any illumination, using existing or new:

Electric Contractor Company: _____

OFFICE USE:

Address: _____

Phone: _____ Email: _____

Permits are valid for one year; work must commence within six months. Should the permitted work not be completed within one year, the applicant must request in writing/email a permit extension within fifteen days of the permit expiration.

I hereby certify that I have the legal authority to make this application, and all information provided in this application and any other information provided by me in support of this application is true, complete and accurate to the best of my knowledge. I have read, do understand, and shall comply with all applicable terms and conditions required for this application. I also understand that I am responsible for all review and engineering fees, and I am also responsible to schedule all required inspections.

Printed Name: _____ Signature: _____

Company Name & Address: _____

Phone: _____ Email: _____

OFFICE USE:

Zoning Approval _____ Date _____

Building Approval _____ Date _____