



Kathi Urban, Director

# COUNTY OF PEORIA DEPARTMENT OF PLANNING & ZONING

PEORIA COUNTY COURTHOUSE • ROOM 301  
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WEBSITE: <http://www.peoriacounty.org>

## SIGN PERMIT APPLICATION

To the applicant: Please complete this form in its entirety. If you do not have all of the necessary information, we will be unable to accept this application. Staff has up to seven (7) calendar days to review, and either approve or deny the request. A complete permit application will expedite the review and permitting process.

There is a \$110.00 permit fee. **THANK YOU**

**PROPERTY OWNER NAME & ADDRESS**

**CONTRACTOR NAME & ADDRESS** (if other than owner)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**PHONE:** \_\_\_\_\_

**PHONE:** \_\_\_\_\_

★Please note person to contact when permit is ready.★

**CONSTRUCTION SITE PARCEL ID NUMBER:** \_\_\_\_\_

**CONSTRUCTION SITE 911 ADDRESS:** \_\_\_\_\_

★An address must be assigned to the parcel by the County Clerk's Office, Rm. 101, before we can issue any permits.★

**ESTIMATED COST OF CONSTRUCTION:** \$ \_\_\_\_\_

**★A SITE PLAN DRAWN TO SCALE CONTAINING THE FOLLOWING IS REQUIRED.★**

- Illumination Method
- Exposed Surfaces
- Lighting Intensity
- Proposed Message(s)
- Sign Location
- Sign Structural Support
- Direction of Sign Faces
- Ground of Building Attachment Method

<b>SIGN TYPE:</b>	<input type="checkbox"/> Business Sign	<input type="checkbox"/> Multi-Family Building ID Sign	<input type="checkbox"/> Subdivision ID Sign
	<input type="checkbox"/> Construction Sign	<input type="checkbox"/> Non-Residential Sign	<input type="checkbox"/> Other: _____
<b>SIGN STYLE:</b>	<input type="checkbox"/> Free Standing Sign	<input type="checkbox"/> Wall Sign (attached to Building)	★Include total area of wall to be used for the sign on site plan.★
<b>SIGN TIME:</b>	<input type="checkbox"/> Permanent Sign	<input type="checkbox"/> Temporary Sign	

<b>SIGN FACE DIMENSIONS:</b>	<b>TOTAL SIGN FACE AREA:</b>	<b>SIGN HEIGHT:</b>
Width _____ ft _____ in	_____ sq. ft.	_____ ft
Length _____ ft _____ in		_____ in

★Please include written consent of the owner(s), tenant in control, or the manager of the building or structure to which the sign is to be attached and/or the land on which the sign is to be erected, when the owner, tenant, or manager is not the applicant for the sign permit.★

**★Permits shall be issued for the life of the sign, or any shorter period as stated on the approved permit application. However, any permit may be revoked at any time by the Zoning Administrator upon finding ①that the sign violates any provision of Section 20-7.4. Fences, as amended; or ②that the permittee made false representations in securing this sign permit. No fee which the permittee paid for the permit shall be refunded when a permit is revoked.★**

I CERTIFY THAT THE ABOVE INFORMATION IS TRUE AND CORRECT.

\_\_\_\_\_  
APPLICANT'S SIGNATURE

\_\_\_\_\_  
DATE

**FOR OFFICE USE ONLY**

FILED BY: \_\_\_\_\_ DATE: \_\_\_\_\_  
APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_  
ZONING: \_\_\_\_\_