



**SIGN PERMIT APPLICATION**  
**CITY OF DECATUR ONE GARY K. ANDERSON PLAZA**  
**DECATUR, IL 62523 (217) 424-2787**

NAME OF BUSINESS: \_\_\_\_\_

ADDRESS WHERE SIGN IS LOCATED: \_\_\_\_\_

ZONING: \_\_\_\_\_

OWNER NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

INSTALLER: \_\_\_\_\_ TEL: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

LICENSE NO.: \_\_\_\_\_ FAX: \_\_\_\_\_

DIRECTIONS: Depending on the types of signs to be installed, fill out the following sections. Sign and date on the bottom of Page 2, fill out Page 3 and provide all required attachments.

**FREESTANDING SIGN**

NUMBER OF EXISTING FREESTANDING SIGNS (TO REMAIN): \_\_\_\_\_ FRONTAGE \_\_\_\_\_ ft.  
 (Note: on corner lots, the total of all street frontages should be included)

NUMBER OF NEW SIGN(S): \_\_\_\_\_

TOTAL AREA OF ALL FREESTANDING SIGNS (EXISTING & NEW): \_\_\_\_\_ sq ft.

NEW SIGN:

VALUATION: \$ \_\_\_\_\_ TOTAL HEIGHT: \_\_\_\_\_ ft.

DIMENSIONS OF SIGN PANEL: \_\_\_\_\_ (h) x \_\_\_\_\_ (w) TOTAL SQ FT. \_\_\_\_\_

SETBACK FROM PROPERTY LINES: \_\_\_\_\_ ft.

ILLUMINATION (check one): NONE  INTERNAL  EXTERNAL

If more than one freestanding sign is proposed, please attach an additional page

IF PROPERTY IS ADJACENT TO RESIDENTIAL DISTRICT, DISTANCE FROM SIGN(S) TO ALL RESIDENTIAL PROPERTY LINE(S): \_\_\_\_\_ ft.

**WALL SIGN**

NUMBER OF WALL SIGNS: \_\_\_\_\_ OCCUPANT FRONTAGE (FT): \_\_\_\_\_  
(Note: Occupant frontage = width of building or tenant space)

DIMENSIONS OF SIGN PANEL(S): \_\_\_\_\_ (h) X \_\_\_\_\_ (w) TOTAL (SQ FT.) \_\_\_\_\_

IF PROPERTY IS ADJACENT TO RESIDENTIAL DISTRICT, DISTANCE FROM SIGN(S) TO ALL RESIDENTIAL PROPERTY LINE(S): \_\_\_\_\_ ft.

AREA OF FAÇADE OR WALL TO WHICH SIGN WILL BE ATTACHED: \_\_\_\_\_ sq ft.

VALUATION OF ALL WALL SIGNS: \$ \_\_\_\_\_

ILLUMINATION (check one): NONE  INTERNAL  EXTERNAL

**OTHER SIGN TYPES**

**DIRECTIONAL SIGNS:** NUMBER: \_\_\_\_\_ DIMENSIONS: \_\_\_\_\_ (h) x \_\_\_\_\_ (w)

DO SIGNS CONTAIN ADVERTISING/LOGOS? YES  NO

AREA: \_\_\_\_\_ sq ft. VALUATION: \$ \_\_\_\_\_

HEIGHT: \_\_\_\_\_ ft.

**PROJECTING YARD SIGNS:** NUMBER \_\_\_\_\_ OCCUPANT FRONTAGE \_\_\_\_\_ ft.

AREA: \_\_\_\_\_ sq ft. VALUATION: \$ \_\_\_\_\_

**ELECTRONIC MESSAGE UNIT:** DIMENSIONS: \_\_\_\_\_ (h) x \_\_\_\_\_ (w)

IF PROPERTY IS ADJACENT TO RESIDENTIAL DISTRICT AND/OR RESIDENTIAL USE, DISTANCE FROM SIGN(S) TO ALL RESIDENTIAL PROPERTY LINE(S): \_\_\_\_\_ ft.

VALUATION: \$ \_\_\_\_\_

**PORTABLE SIGNS:** (only one permitted per lot) AREA: \_\_\_\_\_ sq ft.

HEIGHT: \_\_\_\_\_ ft. Number of days sign is to be erected (35 days max. per yr). \_\_\_\_\_

DATES OF DISPLAY: \_\_\_\_\_

**OTHERS:** TYPE: \_\_\_\_\_ VALUATION: \$ \_\_\_\_\_

AREA OF SIGN: \_\_\_\_\_ sq ft. TOTAL HEIGHT: \_\_\_\_\_ ft.

IF THE SIGN(S) TO BE INSTALLED REQUIRE ELECTRICAL WORK, YOU MUST PROVIDE A SIGNED ELECTRICAL CONTRACTOR SUBSHEET WITH AN ELECTRICIAN LICENSED IN DECATUR AS THE CONTRACTOR.

ELECTRICAL CONTRACTOR: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ TEL: \_\_\_\_\_

**APPLICANT SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

DIRECTIONS: SHOW ALL EXISTING AND PROPOSED SIGNS AND BUILDINGS ON THE SITE PLAN BELOW, OR ATTACH A DETAILED SITE PLAN. INDICATE GENERAL LOCATION ON BUILDINGS FOR WALL SIGNS AND SHOW ALL SETBACKS OF FREESTANDING SIGNS. SEE EXAMPLE IN "SUMMARY OF SIGN REQUIREMENTS"

PROPOSED SITE LOCATION MAP



STREET NAME: \_\_\_\_\_

PROPERTY ADDRESS: \_\_\_\_\_

LOT DIMENSIONS: \_\_\_\_\_ (l) X \_\_\_\_\_ (w) CORNER LOT? YES  NO

**SIGN PERMIT GUIDELINES**

ALL SIGN PERMITS SHALL INCLUDE THE ABOVE SITE PLAN (OR DETAILED PLAN ATTACHED). DIAGRAMS OR ELEVATION DRAWINGS WITH DIMENSIONS AND HEIGHT AS WELL AS FOOTING DESIGN FOR FREESTANDING SIGNS ARE REQUIRED. FOR SIGNS THAT ARE ALLOWED TO PROJECT OVER CITY RIGHT-OF-WAY, PROOF OF INSURANCE IS REQUIRED.

SIGN FACE REPLACEMENTS ALSO REQUIRE A PERMIT.

A FINAL INSPECTION IS REQUIRED FOR ALL SIGNS. IT IS THE RESPONSIBILITY OF THE PERMIT HOLDER TO CALL FOR FINAL INSPECTION. THE NUMBER IS 424-2787.

AN UNDERGROUND AND ELECTRICAL INSPECTION IS ALSO REQUIRED FOR ALL SIGNS REQUIRING ELECTRICAL WORK.