

COUNTY OF KANE

DEVELOPMENT DEPARTMENT
Building and Community Services Division
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SIGN PERMIT INFORMATION FORM

Project / Business Name: _____

Applicant Name: _____ Phone number: _____

If this project is in the **Village of Big Rock, Campton Hills, Kaneville or Virgil** a sign off from the village is required prior to making application to Kane County.

Please complete the following information:

Number of new signs:

Freestanding

Single faced: _____

Double faced: _____

Mounted on building

Single faced: _____

Double faced: _____

TOTAL NUMBER OF NEW SIGNS: _____ TOTAL S.F. AREA OF **ALL** SIGNS: _____

Check one of the following:

- A. _____ The application is for a new sign(s) to replace an existing sign(s) for the same business.
- B. _____ The application is for a new sign(s) for same business.
- C. _____ The application is for a new sign(s) for a new business.
- D. _____ The application is for a new sign(s) to replace an existing sign(s) for a new business.

The following submittals are required for all sign permits:

- Three site plans indicating location and setbacks of all proposed and existing signs. This includes signs on the sides of buildings.
- Two copies of sign elevations with exact wording and dimensions of letters, indicate if sign(s) are single or double faced. Dimensions are to include height and overall size. Indicate type of lighting (internal or external), if any.

If C. or D. is checked, the above submittals are required along with completing the following information:

Previous use of the property or space: _____

Proposed new use: _____

Number of parking spaces provided: Regular: _____ Handicapped Accessible: _____

Note: A change of use of a building may require changes to the building and a Building Permit