

Sign Permit Application



Village of Glen Carbon
Department of Building & Zoning
151 N. Main Street
Glen Carbon, IL 62034
(618) 288-1200

NOTICE

Submit completed applications to:	Inspection requests must be submitted via email at:
permits@glen-carbon.il.us	inspections@glen-carbon.il.us

PERMITS ARE PROCESSED IN THE ORDER IN WHICH THEY ARE RECEIVED. An automatic emailed response shall serve as proof that your permit was received. Submitting an incomplete application will delay the processing of your permit.

You will be contacted once your permit is ready for pick-up and/or payment. Making multiple attempts with staff to determine the status of the permit will cause delays. **YOU WILL BE NOTIFIED WHEN YOUR PERMIT HAS BEEN PROCESSED AND IS READY FOR PICK-UP AND PAYMENT.**

INSPECTIONS ARE SCHEDULED IN THE ORDER IN WHICH THEY ARE RECEIVED. An automatic emailed response shall serve as proof your inspection request was received. You will be contacted via email with a date and time once the inspection(s) have been scheduled with the appropriate staff.



Village of Glen Carbon

Sign Application

The following information must be completed and submitted with a sketch or drawing of the proposed sign(s) and a site plan showing the location of the proposed sign(s) in relation to the buildings and/or lot lines.

Address of Property (location of sign): _____

Business Name: _____

Value of Sign: _____

Owner:

Name: _____

Address: _____

Telephone: _____

Email: _____

Applicant: (if different than Owner or Contractor)

Name: _____

Address: _____

Telephone: _____

Email: _____

Contractor:

Name: _____

Address: _____

Telephone: _____

Email: _____

Business Name:

Name: _____

Address: _____

Telephone: _____

Email: _____

Type of Sign (circle one):

Monument Window Sign Wall Mounted
Freestanding Temporary/Banner Other _____

Sign Usage (circle one):

Business Real Estate Identification
Subdivision Construction Other _____

Size of Sign:

Height _____ ft. Width _____ ft.
Total Area _____ sq. ft.

Frontage of Sign:

Width of front lot line: _____ ft.
Width of building front: _____ ft.
Setback of building from front lot line: _____ ft.

Illumination of sign (circle one if applicable):

Neon flashing Neon non-flashing
Flood Lights Non-Illuminated

Illumination hours of operation: From _____ to _____

A site plan must be attached showing the following information:

- A) Location and dimensions of : Lot, buildings, driveways and off-street parking spaces.
- B) Distance between: Buildings and front, side and rear lot lines. Principal building and accessory buildings. Principal building and principal buildings on adjacent lots.
- C) Location of: Signs, easements, underground utilities, septic tanks, tile fields, water wells, etc.
- D) Any additional information as may reasonably be required by the Zoning Administrator and applicable sections of the Codified Ordinances of the Village of Glen Carbon.
- E) Elevation of sign, dimension and representation of sign on building.

I certify that all of the above statements and the statements contained in any papers or plans submitted herewith are true and accurate.

Signature of Owner

Date

Signature of Applicant

Date

No changes in plans or specifications shall not be made without written approval of this office. Failure to comply shall constitute a violation of the sign regulations.

Monument Type Signs Only

