



Town of Normal

Sign Permit Application

Sign Contractor: _____ Phone: _____

Project Address: _____ Lease or Unit: _____

Description of Work: _____

Site Information:

No of Street Frontages: _____ Zoning District: _____ Single Use Site: _____

Street Lot Frontage (Feet): _____ Street Speed Limit: _____ Multiple Use Site: _____

Sign Permit Type:

_____ **New Sign Installation** A site plan must be attached showing the lot size, building, location and size of existing signage, and location and size of proposed signage. Sealed structural drawings (sign structure and foundation) required for freestanding signs that are 15'-0" in height, or 100 sq/ft in area.

_____ **Change of Copy** (No change in existing height or sq/ft) For a change of copy permit a rendering of the proposed sign showing dimensions and copy must be attached with permit application.

Freestanding Sign Information:

Existing Sign Height & Sq/Ft _____

New Sign Height & Sq/Ft _____

Total of Freestanding Sign(s) _____

Wall Sign Information:

Existing Wall Sign Sq/Ft _____

New Wall Sign Sq/ft _____

Total Wall Sign Sq/ft _____

Sign Value:

\$0.00 to \$2,000.00
\$2,001.00 to \$20,000.00
\$20,001.00 to \$50,000.00
\$50,001.00 to \$100,000.00
\$100,001.00 and Up

Permit Fee:

\$30.00
\$30.00 plus \$13.50 per thousand or fraction thereof over \$2,000
\$273.00 plus \$7.50 per thousand or fraction thereof over \$20,000
\$500.00 plus \$5.00 per thousand or fraction thereof over \$50,000
\$750.00 plus \$4.25 per thousand or fraction thereof over \$100,000

Installation Cost:

A permit shall be obtained prior to commencing work in the Town of Normal. The Town may require additional information or documentation prior to issuance of a permit. The applicant and the owner of this property consent to any reasonable inspection of work to determine compliance with Town ordinances, including inspections performed to determine whether a permit is necessary. The applicant acknowledges that they have informed the property owner of the inspection requirements necessary to determine compliance. Upon completion of the work, the permit holder shall notify the Town and arrange for an Occupancy Inspection prior to occupying or utilizing the scope of work under permit. The Town is not responsible for damage or injury as a result of an inspection, failure to make an inspection, issuance or refusal to issue a permit. The applicant upholds the truth of the plans, information and documentation provided for permit issuance, and agrees to comply with the Town's ordinances. This permit is neither transferable nor assignable.

Sign Contractor

Date

Barry Knox, Electrical Inspector - #1 Uptown Circle Normal, IL 61761 (Mailing: PO Box #589)
(309) 454-9588 | bknox@normal.org