



VILLAGE OF SCHAUMBURG

# VILLAGE PERMIT APPLICATION – PERMANENT SIGN

COMMUNITY DEVELOPMENT DEPARTMENT  
101 Schaumburg Ct., Schaumburg, IL 60193-1899  
(ph) 847.923.4420 • (fax) 847.923.2444

Permit Number \_\_\_\_\_

Business Name \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_

Business Address \_\_\_\_\_

Sign Location \_\_\_\_\_

Contractor Name \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_

Street Address \_\_\_\_\_

City, State, Zip Code \_\_\_\_\_

Sign Type:  Wall  Ground  Face Replacement  Tenant Panel  Flag **Check one:**  Illuminated  Non-Illuminated

Width of Proposed Sign Face – Each Shape	Height of Proposed Sign Face	Overall Sign Height	Total Area of Sign
SHAPE 1: FT / IN	FT / IN	FT / IN	SQ FT
SHAPE 2: FT / IN	FT / IN	FT / IN	SQ FT
			SQ FT
Wall Dimensions:	Full Wall Height from Sidewalk to Roof Edge	Width of Entire Tenant Space	Total of Wall
	FT / IN	FT / IN	SQ FT

The following documents must accompany application:  
 Ground Signs: Site Plan and Landscape Plan  
 Wall Signs: Dimensioned Drawings of Sign and Wall, plus Method of Attachment  
 Flags: Site Plan, Flag Dimensions, Pole Height and Pole Setback

ELECTRICAL FEE	\$	_____
SIGN FEE	\$	_____
TOTAL PERMIT FEE	\$	_____

According to the Village Sign Ordinance, all signs are renewed annually. Please provide billing information below:

Business Name \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_

Billing Address \_\_\_\_\_

City, State, Zip Code \_\_\_\_\_ Email \_\_\_\_\_

Applicant's Printed Name \_\_\_\_\_ Company \_\_\_\_\_

Phone Number \_\_\_\_\_ Email \_\_\_\_\_

Signature \_\_\_\_\_