



# VILLAGE OF WILLOWBROOK

## MUNICIPAL SERVICES DEPARTMENT

835 MIDWAY DRIVE  
WILLOWBROOK, ILLINOIS 60527  
PHONE: (630) 920-2240  
FAX: (630) 920-2489

[bzadmin@willowbrook.il.us](mailto:bzadmin@willowbrook.il.us)

DATE RECEIVED

### 'SUPPLEMENTAL' SIGN PERMIT APPLICATION

**(Note: The General 4-Page Building Permit Application must accompany this form)**

Date of Application \_\_\_\_\_

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

Suite/Unit No: \_\_\_\_\_

Name of Development: \_\_\_\_\_

Sign Fee: \_\_\_\_\_

Electrical Fee: \_\_\_\_\_

Total Fee: \_\_\_\_\_

Permit No. \_\_\_\_\_

Issue Date: \_\_\_\_\_

**Property Owner:**

Name: \_\_\_\_\_ E-mail: \_\_\_\_\_ Phone: \_\_\_\_\_

**Applicant:**

Name: \_\_\_\_\_ E-mail: \_\_\_\_\_ Phone: \_\_\_\_\_

Business Name: \_\_\_\_\_ Lineal Feet of Business Frontage: \_\_\_\_\_

**Sign Location & Type**

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> Single Face         | <input type="checkbox"/> Double Face        | <input type="checkbox"/> Ground/Freestanding |
| <input type="checkbox"/> Illuminated         | <input type="checkbox"/> Non-Illuminated    | <input type="checkbox"/> Building Mounted    |
| <input type="checkbox"/> Metal               | <input type="checkbox"/> Plastic            | <input type="checkbox"/> Glass               |
| <input type="checkbox"/> Front Wall: N E S W | <input type="checkbox"/> Side Wall: N E S W | <input type="checkbox"/> Rear Wall: N E S W  |

**Attach the following materials to this application (Checklist):**

- 1. A scale drawing depicting the exact size of sign and style of lettering of the proposed sign.
- 2. For freestanding ground signs, a Site Plan or Plat of Survey showing the exact location of the sign.
- 3. For wall signs, an elevation of the building wall to which the sign will be attached.
- 4. Construction drawings in sufficient detail to indicate method of attachment, mounting details & structural wind load.
- 5. Written consent of the owners of the building, structure or land on or to which the sign is to be erected.

Exact Dimensions of Sign: \_\_\_\_\_ X \_\_\_\_\_ Total Square Footage of Sign: \_\_\_\_\_

"Sign Contractor": Name: \_\_\_\_\_ E-mail: \_\_\_\_\_

Phone: \_\_\_\_\_ Address: \_\_\_\_\_

"Electrical Contractor": Name: \_\_\_\_\_ E-mail: \_\_\_\_\_

Phone: \_\_\_\_\_ Address: \_\_\_\_\_

The property owner and applicant hereby certify to the accuracy of all the above information and in consideration of the issuance of a permit, agree to construct said sign(s) in compliance with all provisions of the Village of Willowbrook Zoning Regulations and the Village of Willowbrook Building Code. **Note: This application is not complete without these two (2) signatures.**

**Property**

**Owner:** \_\_\_\_\_

Signature \_\_\_\_\_ Printed \_\_\_\_\_ Date \_\_\_\_\_

**Applicant:** \_\_\_\_\_

Signature \_\_\_\_\_ Printed \_\_\_\_\_ Date \_\_\_\_\_

**(FOR OFFICIAL USE ONLY – DO NOT WRITE BELOW THIS LINE) APPROVED:**  **APPROVED AS NOTED:**  **DENIED:**

PLAN REVIEWER / DATE

BUILDING OFFICIAL / DATE