Village of
WILLOWBROOK
COMMUNITY DEVELOPMENT

835 Midway Drive, Willowbrook, IL 60527
Phone: (630) 920-2240
Fax: (630) 920-2489
bzadmin@willowbrook.il.us

Permit Number:

SIGN PERMIT

FOR OFFICE USE ONLY

APPLICATION DATE (MM/DD/YY) _____

Location Address: _____

Suite/Unit No: _____

Development Name: _____

DATE RECEIVED STAMP

Sign Fee:	$
Electrical Fee:	$
Review Fee:	$
Total Fees:	$
Approved By:	Approved Date:
Permit #:	Issued Date:

PROPERTY OWNER

Owner Name: E-mail: Phone:

APPLICANT

Applicant Name: _____ E-mail: _____ Phone: _____

Business Name: Lineal Feet of Business Frontage:

SIGN TYPE & LOCATION

☐ Single Face ☐ Double Face ☐ Ground/Freestanding
☐ Illuminated ☐ Non-Illuminated ☐ Building Mounted
☐ Metal ☐ Plastic ☐ Glass
Front Wall: ☐ N ☐ E ☐ S ☐ W Side Wall: ☐ N ☐ E ☐ S ☐ W Rear Wall: ☐ N ☐ E ☐ S ☐ W

CHECKLIST – ATTACH THE FOLLOWING MATERIALS TO APPLICATION:

☐ 1. A scale drawing depicting the exact size 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.

SIGN & CONTRACTOR DETAILS

Exact dimensions of sign: 25 wide X 25 high Total square footage of sign: 625

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.

SIGNATURES – APPLICATION IS NOT COMPLETE WITHOUT THESE TWO (2) SIGNATURES

SIGNATURE OF PROPERTY OWNER)	DATE	SIGNATURE OF APPLICANT	DATE
PRINTED NAME:		PRINTED NAME:	