THE VILLAGE OF GILBERTS, ILLINOIS
PERMIT CHECKLIST FOR CONSTRUCTION OF SIGN

FEES
BASIC FEE $48.00
PLUS $2.00 FOR EACH SQUARE FOOT OF VISIBLE SIGN............. $15.00 minimum
BASIC ELECTRIC FEE (IF ILLUMINATED SIGN) $54.00
INSPECTIONS (29.00 EA.)... $29.00
REFUNDABLE CASH BOND FEE $58.00
   (2-checks required: 1-cash bond and 1-permit fee)
RE-INSPECTIONS .... $29.00 (each)

SIGN PERMIT CHECKLIST

APPLICANT'S NAME: _____

PROJECT ADDRESS: _____

TELEPHONE: _____

INFORMATION TO BE SUBMITTED WHEN APPLYING:

☐ 1. A plat of survey showing location of the proposed sign, drawn to scale.
☐ 2. Sign information:
     a. Height _____
     b. Length _____
     c. Style _____
     d. Location of sign(s) _____
     e. Square feet of sign(s) _____
     f. Length of Wall of your occupied space _____
     g. Text of sign(s) _____
     h. Purpose of sign(s) _____
     i. Zoning District _____
     j. Temporary Sign _____ Permanent Sign(s) _____
     k. Sketch of Sign(s) _____
     l. Electrical details _____
☐ 3. No sign shall be erected or maintained in a public right-of-way.
☐ 4. No sign shall be erected in a location relative to the street, alley, driveway or other means of ingress or egress such that visibility of traffic or pedestrians is impaired.
☐ 5. All submitted information shall be available on site during the inspection.
☐ 6. Other pertinent information _____

Signature: _____ Printed Name: _____
Date: _____

Note: The above information becomes part of the permit application and compliance is required.
    Call JULIE 1-800-892-0123 or 811 to locate all underground utilities.
Note: Many subdivisions in the Village have covenants and restrictions which are binding on your property. These covenants and restrictions may require permission from the homeowners association or the developer before you begin construction. In some cases, they may prohibit construction of a building which is permitted by the Village of Gilberts. It is the responsibility of each applicant and homeowner to check the covenants and restrictions which apply to your property.