



City of
ROLLING MEADOWS
 Community Development
SIGN PERMIT APPLICATION

3600 Kirchoff Road
 Rolling Meadows, IL 60008
 Ph: 847-506-6030 Fax: 847-483-0365
www.cityrm.org

Project / Permit# _____

GENERAL INFORMATION

_____ Private Property Public Property
 Address or Location (for a sign on private property provide a specific address, on public property provide a description of the location)

 Name of Business (if applicable) Business Phone Number

 Name and Address of Building Owner / Property Management Phone Number

 Name of Sign Manufacturer Phone Number

 Name and Address of Sign Installation Contractor Phone Number

 Name and Address of Electrical Contractor (if applicable) Phone Number

 Name and Address of Structural Work Company (if applicable) Phone Number

TYPE / NUMBER OF SIGNS AND BUILDING INFORMATION

Please note that a separate application must be submitted for each sign type. Select only one of the following.

- Wall Freestanding Illuminated _____ # of Electrical Circuits _____ Amperes
 Temporary _____ # of Signs Total front width of lot _____ ft. Total front width of building _____ ft.
 Height and Width of Sign - Sq.Ft. Total _____ Height of base of Sign above Curb _____

WORK DETAILS - Primary Work

Install New Sign Repair Existing Sign Reface Existing Sign Relocate Existing Sign
 Select only one. Other _____

Secondary Work - Select all that apply Remove Existing Sign Electrical Work Structural Work

Duration of Work - Select only one Permanent For Temporary Signs - Start Date _____ End Date _____

APPLICATION AUTHORIZATION

I, the undersigned, certify that I have proper authority to apply for this Sign Permit and that all the information contained on this application is true and accurate to the best of my knowledge. Also, all contractors listed have given their consent to be included on this application.

 Signature of Owner Owner's Printed Name Date of Application

 Sign Erector Signature Sign Erector's Printed Name Date

Office Use:

 Community Development Approval Date

- Approved
 Denied

Comments: _____

Sign Permit Fee: \$ _____
 Electrical Permit Fee: \$ _____
 Review Fee: \$ _____
 Total Fee: \$ _____



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Guidelines for Sign Permits

GENERAL INFORMATION

The purpose of this guideline is to provide administrative and technical information regarding a Sign Permit for common types of signs. Applicants are encouraged to familiarize themselves with the City of Rolling Meadows Sign Ordinances as well as the Building and Electrical Codes to assure their sign proposal and installation will be compliant.

ADMINISTRATION

Sign Permit Application

A Sign Permit Application needs to be completed and submitted to the Community Development Division along with any necessary drawings, details, cut sheets, etc. as described below under the Technical section of this guideline.

Contractor Registration

1. All sign installation contractors must have a City of Rolling Meadows Contractor's License and provide proper insurance.
2. Where a sign contractor is installing an electric sign, they must also have an Electrical Contractor's License or list a separate Electrical Contractor on the Sign Permit Application.
3. Where a foundation system or other structural work is being done, the sign contractor may do the work or list another contractor who is properly registered. (See the Contractor Registration Requirements handout for additional information on insurance and licenses.)

TECHNICAL

Each type of sign has specific requirements. Additionally, sign types with certain features and/or uses, will have additional requirements. Generally, adequate plans and details need to be provided in order for a review to be done to determine that the sign will be compliant. Omission of critical details may result in the sign not being approved or having to be removed.

All Signs

Every Sign Permit Application must be supplemented with 3 copies of the following information.

1. A site plan or plat of survey marked up to show the location of all existing and proposed sign(s). Note if any existing signage is to be removed.
2. A scale drawing/rendering of the proposed sign(s) which shows sign dimensions including length, width, and height as well as lettering and logos.
3. A section drawing showing dimensions of projection into/over public property, distances from curb lines, and distance from grade to top and bottom of the sign.
4. A comprehensive detail showing/describing structural attachment to the building and/or ground as applicable.
5. Photos showing all existing signage on the building and site. (Photos should be full view of the building sides and the site. Close up photos of each sign are not required.)

Electric Signs

All electric signs and associated wiring shall be compliant with the Electrical Code adopted by the City of Rolling Meadows. Of particular note is the requirement for signs to be listed and labeled. The submittal package shall include a letter of confirmation from the manufacturer that the sign will be properly listed and labeled. Removal only of electrical signs is considered electrical work and requires an electrical license to do the work and requires an electrical inspection. Electrical work that is not part of the sign branch circuit or an integral part of a sign requires a separate Electric permit.

The sign installation contractor or their electrical sub-contractor is responsible for assuring that the entire branch circuit(s) for the sign is compliant whether it is a new or existing circuit.

Structural Certification

The following types of signs require that a letter be submitted from a licensed architect or structural engineer which states that the structure on which the sign is being installed has been evaluated and is capable of withstanding the load that will be imposed on it by the sign installation.

1. Pylon signs.
2. Free standing signs over 50 sq.ft.
3. Canopies where the structural skeleton is being newly installed or modified.