

# City of Mattoon Illinois

## **SIGN PERMIT** **APPLICATION**

Date \_\_\_\_\_

**THIS PERMIT EXPIRES SIX (6) MONTHS FROM BELOW ISSUED DATE IF CONSTRUCTION HAS NOT STARTED**

The undersigned hereby makes application for a permit to install or erect a sign

At: \_\_\_\_\_  
address of project

Said property known as \_\_\_\_\_ property.  
Type of Structure or Name of Building

**Is applicant the owner in fee of property described?**     **Yes**     **No**

If the applicant is not the owner in fee, please list the owner in fee below:

NAME \_\_\_\_\_ Contact Information \_\_\_\_\_

Give a brief description of proposed project stating type of project contemplated, any unusual details regarding said project, and the size of sign being erected:

Sign One Total SQFT: \_\_\_\_\_

Sign Four Total SQFT: \_\_\_\_\_

Sign Two Total SQFT: \_\_\_\_\_

Sign Five Total SQFT: \_\_\_\_\_

Sign Three Total SQFT: \_\_\_\_\_

Sign Six Total SQFT: \_\_\_\_\_

### **CONTRACTOR / APPLICANT INFORMATION**

BUSINESS NAME \_\_\_\_\_

Address \_\_\_\_\_ Telephone \_\_\_\_\_

Email \_\_\_\_\_ Typed Signature \_\_\_\_\_  
This is used to send you a copy of your permit

### **OFFICE USE ONLY BELOW**

PERMIT NO. \_\_\_\_\_ Permit Fee: \_\_\_\_\_ Issued/Paid Date \_\_\_\_\_

Issued By: \_\_\_\_\_

Permit fee for a sign 00-24 sq. ft. \$12.00

Permit fee for a sign 25-48 sq. ft. \$24.00

Permit fee for a sign 49-72 sq. ft. \$36.00

Permit fee for a sign 73-96 sq. ft. \$48.00

Permit fee for a sign larger than 96 square feet \$60.00

**APPLICANT MUST COMPLY WITH RULES REGULATING THE LOCATION, SIZE, HEIGHT, CONSTRUCTION, AND MAINTENANCE OF THE SIGNS AS ADOPTED IN THE ORDINANCE. A COPY OF THE ORDINANCE IS AVAILABLE UPON REQUEST OR CAN BE FOUND ONLINE AT: [http://www.amlegal.com/codes/client/mattoon\\_il/](http://www.amlegal.com/codes/client/mattoon_il/)**