

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/