



City of Naperville APPLICATION FOR SIGN PERMIT

All information must be completed / attached before an application will be accepted

(Office Use Only) Permit #:

Address of Sign: _____
Business/Tenant Name: _____

Property Owner Information:

Name: _____ E-mail: _____
Address: _____ Lot/Suite #: _____
City: _____ State: _____ Zip Code: _____
Phone: _____ Fax: _____

Business Owner Information:

Name: _____ E-mail: _____
Address: _____ Lot/Suite #: _____
City: _____ State: _____ Zip Code: _____
Phone: _____ Fax: _____

Contractor Information:

SIGN COMPANY

ELECTRICIAN (Illuminated Signs)

Name: _____
Address: _____
City: _____
State: _____ Zip: _____
Phone: _____
E-mail: _____

Name: _____
Address: _____
City: _____
State: _____ Zip: _____
Phone: _____
Naperville Registration #: _____

Must be completed for all illuminated signs – Provide the information of the company installing the sign.

Permit Contact/Applicant Information:

Name: _____ E-mail: _____
Address: _____ Lot/Suite #: _____
City: _____ State: _____ Zip Code: _____
Phone: _____ Fax: _____

Important Information to Applicants, Owners, and Sign Companies:

- **A separate sign permit application must be submitted for each sign.**
- An application will NOT be accepted without all required supporting documents and the \$38.00 application fee (per sign).
- No sign may be erected, altered or relocated without an approved permit issued by the City of Naperville. Any violation of this code may result in fines of up to \$500.00.
- The sign permit application must be submitted in person at the T.E.D. Development Services counter, 1st Floor, Naperville Municipal Center, 400 S. Eagle Street. Please call the Planning Services Team at (630) 420-6100 – Option 5, if you have questions.
- If the approved plans change and the sign will not be installed after the application has been approved, the Planning Services Team must be contacted at (630) 420-6100 – Option 5.
- Insuring the application is properly completed and all required supporting documents identified herein will assist in the review process and reduce delays.

Inspection Process:

Illuminated Sign:

- A \$90.00 (per sign) Inspection Fee must be paid before the permit will be issued.
- All signs must pass an electrical inspection and conform to all applicable provisions of the national electrical code.
- The inspection must be scheduled through Inspection Dispatch at (630) 420-6100 – Option 1.
- The City's Electrical Inspector must be on site for the day/time the sign is installed.
- The permit will not be considered complete until such inspection has been passed.

Non-illuminated Sign:

- A \$45.00 (per sign) Inspection Fee must be paid before the permit will be issued.
- Please call the Planning Services Team at (630) 420-6100 – Option 5, after the sign has been installed.
- The permit will not be considered complete until such inspection has been passed.

Required Signatures:

The undersigned agrees that the proposed sign described in this application for which this permit is applied for will be constructed in all respects in accordance with the plans and specifications submitted herewith, and in accordance with the provisions and regulations of the City of Naperville Municipal Code, applicable thereto in force when construction is commenced and further agrees that in the event of any variance or conflict between the plans and specifications submitted herewith, and the provisions or regulations of said ordinances and/or codes pertaining to such construction, that the provisions or regulations contained in said ordinances shall govern and shall be followed.

Signature of Tenant/Lessee: _____ Date: _____

Signature of Property Owner: _____ Date: _____

Signature of Applicant: _____ Date: _____

The application will not be accepted without all of the above signatures



CITY OF NAPERVILLE
DEPARTMENT OF COMMUNITY DEVELOPMENT
ELECTRICAL CONTRACTOR'S CERTIFICATION

Effective immediately, Naperville will require the following formal certification for electrical installation, to be signed by subcontractors and submitted to the City along with the building permit application. Your cooperation is appreciated.

ELECTRICAL CERTIFICATION

The undersigned certifies that

_____,
Name of Electrical Contractor/ Subcontractor

Address

City & State

Naperville Registration # _____

has been retained by _____,
Owner/Contractor

as electrical contractor for _____
(Name / Address of Job)

**Electrical Contractor
(Signature)**

Date