

SIGN - SIGNAGE APPLICATION FORM

FOR OFFICIAL USE ONLY	TOTAL FEE _____	
PERMIT APPLICATION NO	Permit Inspection Fee \$ _____	
1 —	Plan Review Fee \$ _____	
_____	Application Fee \$ _____	
SUBMITTED _____/_____/_____		
NOTIFIED _____/_____/_____		
ZONING _____	WEB www.aurora-il.org FAX (630) 256-3139 TELEPHONE (630) 256-3130	DIVISION OF BUILDING & PERMITS 65 S WATER ST AURORA, ILLINOIS 60505

LAND / PARCEL INFORMATION

PROPERTY ADDRESS _____

IS THIS WORK ASSOCIATED WITH OTHER CONSTRUCTION? YES NO
 IF YOU ANSWERED YES, PLEASE PROVIDE BUILDING PERMIT NUMBER _____ - _____

PROPERTY OWNER & Contact Name _____

OWNER'S ADDRESS _____

PHONE # () _____
 FAX # () _____
 E-MAIL _____

TENANT & Contact Name _____

ADDRESS _____

PHONE # () _____
 FAX # () _____
 E-MAIL _____

ZONING INFORMATION

Zoning (CHECK ONE) R-1 R-2 R-3

Classification R-4 R-4A R-5 R-5A
 B-1 B-2 B-3 B-B

SPECIAL USE (CHECK IF APPLICABLE)
 M-1 M-2
 O ORI RD PDD
 DC DF C.O.A. Required

SUBMITTAL REQUIREMENTS

DIMENSIONED SIGNAGE DRAWINGS

PLOT PLAN W/ SETBACKS DIMENSIONS

OR

DIMENSIONED BUILDING ELEVATIONS

SIGNAGE INFORMATION

VERBIAGE ON SIGN _____

Cost of Electrical Work \$ _____

Cost of Signage Work \$ _____

SIGNAGE INFORMATION

WALL SIGN (sgnw)
 IF ELECTRIFIED, IS SIGN ON AN EXISTING CODE COMPLIANT CIRCUIT WITH DISCONNECT? NO YES

SIGN DIMENSIONS
 WIDTH _____ HEIGHT _____ AREA _____ SF

SIZE OF BUILDING FAÇADE
 WIDTH _____ HEIGHT _____ AREA _____ SF

CUMULATIVE DIMENSIONS of existing SIGNAGE
 WIDTH _____ HEIGHT _____ AREA _____ SF

SITE SIGN (MONUMENT & POLE) (sgns)
 IF ELECTRIFIED, IS SIGN ON AN EXISTING CODE COMPLIANT CIRCUIT WITH DISCONNECT? NO YES

SIGN DIMENSIONS
 WIDTH _____ HEIGHT _____ AREA _____ SF

BASE OR POLE HEIGHT _____	OVERALL HEIGHT _____
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SMALLEST SETBACK DISTANCE _____

NUMBER OF SIDES TO SIGN _____

CONTRACTOR REGISTRATION INFORMATION

SIGNAGE CONTRACTOR (Check primary contact)
CITY OF AURORA
G.C. REGISTRATION # _____ - _____

BUSINESS NAME _____
CONTACT NAME _____
ADDRESS _____
CITY, STATE ZIP _____
N/A PHONE () _____ - _____
FAX () _____ - _____
E-MAIL _____

ELECTRICAL CONTRACTOR (primary contact)
CITY OF AURORA
ELEC REGISTRATION # _____ - _____

Req'd for Monument Signs or New Wall Signage Circuits

BUSINESS NAME _____
CONTACT NAME _____
ADDRESS _____
CITY, STATE ZIP _____
N/A PHONE () _____ - _____
FAX () _____ - _____
E-MAIL _____

PLUMBING CONTRACTOR (primary contact)
CITY OF AURORA
PLUMBING REGISTRATION # _____ - _____

BUSINESS NAME _____
CONTACT NAME _____
ADDRESS _____
CITY, STATE ZIP _____
N/A PHONE () _____ - _____
FAX () _____ - _____
E-MAIL _____

CERTIFICATION

This is an application only. Completion of this application does Not entitle the commencement of construction. I, the applicant agrees to conform to all applicable laws of the City of Aurora. I also agree that all work performed will be in accordance with the plans and specifications as set forth in the approved permit. I understand that the approval of this application and issuance of a permit does not obviate the need to comply with all applicable laws and ordinances. I agree to hold harmless and indemnify the City of Aurora for any claim against the City as the result of any act of commission or omission by or on behalf of the undersigned, his/her agent, principle, contractor, subcontractor or supplier. I the undersigned am the Owner or a duly contracted representative of the owner of said property.

CONTRACTOR _____ (PRINT)

CONTRACTOR _____ (SIGNATURE)

OR

OWNER _____ (PRINT)

OWNER _____ (SIGNATURE)

MECHANICAL CONTRACTOR (primary contact)
CITY OF AURORA
HVAC REGISTRATION # _____ - _____

BUSINESS NAME _____
CONTACT NAME _____
ADDRESS _____
CITY, STATE ZIP _____
N/A PHONE () _____ - _____
FAX () _____ - _____
E-MAIL _____

APPLICATION REQUIREMENTS FOR SIGNAGE

Applicable Building codes are as follows (City of Aurora – Building Code and Electrical Code Amendments also apply):

2015 INTERNATIONAL BUILDING CODE and the following:

2014 National Electric Code

Aurora Signage Ordinance

The following items shall constitute a **complete building permit submittal**. Upon submittal acceptance, a permit application number shall be issued to the applicant, all future contact with the Building and Permits Division or Land Use and Zoning Division will require this number. At time of submittal, one project contact shall be identified by the applicant (please check the appropriate party as the “primary contact” on the application form). All correspondence between City of Aurora Division of Building and Permits and the applicant will be directed to this individual.

REQUIRED SUBMITTALS TO THE BUILDING & PERMITS ARE INDICATED BELOW.

- A. Completed Permit application.
- B. Provide **two (2) collated** sets of the following construction documents.
1. Signage shop drawings. Indicating all pertinent dimensions.
 2. Complete Electrical plans (if electrified) with one-line service diagrams indicating all components and sizes.
 - a. Electrified signage shall be listed and labeled by a nationally recognized testing laboratory per City Ordinance 12-43.
 - b. Electrified signage shall have a means of disconnect within sight of the sign OR a disconnect capable of being locked in the open position as required in article 600.6 of the NEC, remotely located disconnects are required to be capable of being locked in the open position.
 3. For **Wall Signs**
 - a. **Building and Wall signage Elevations, including all exterior openings, and heights including roof line.**
 4. For **Site Signs (Monument & Pole).**
 - a. **Plat of Survey with setback information and signage dimensioned.** Indicating that signage is on private property and setback is equal to the tallest dimension of the signage height unless further restricted in a PDD.
 - b. **Copy of signage restrictions in P.D.D. district.**
 - c. **Structural plans and sections for monument and pole signs, indicating materials and dimensions.**

C. Is the signage temporary? Yes No If “yes”, registered contractor not required.

TEMPORARY SIGNS ARE VALID FOR MAXIMUM OF 30 DAYS

REVIEW TIME FOR COMPLETE APPLICATION WITH IDENTIFIED CITY OF AURORA REGISTERED CONTRACTORS AND COMPLETE CONSTRUCTION DOCUMENTS IS APPROXIMATELY 1 WEEK.

INCOMPLETE APPLICATIONS / DRAWINGS, AND NON-COLLATED / UN-STAPLED DRAWINGS MAY TAKE UP TO TWICE AS LONG.