



SIGN PERMIT APPLICATION

2621 THATCHER AVE
RIVER GROVE, ILLINOIS 60171
PHONE: (708) 453-8007

BUILDINGDEPT@RIVERGROVEIL.GOV

VILLAGE PRESIDENT
DAVID B. GUERIN
BUILDING COMMISSIONER
CHUCK FREDRICKSON

SIGNATURE REQUIRED ON PAGE 2

PROPERTY OWNER INFORMATION (please print)

First Name/Business Name		Last Name	
Property Address		Unit #	
Home/Business Phone	Cell Phone		PIN
Owner (if different)	Owner Phone		E-mail
Street Address		City, State, Zip	

SIGN CONTRACTOR INFORMATION (please print)

Company Name	
Street Address	City, State, Zip
Business Phone	Business E-mail

ELECTRICAL CONTRACTOR INFORMATION (if needed)

Company Name		IL License #
Street Address	City, State, Zip	
Business Phone	Business E-mail	

PROJECT INFORMATION

TYPE OF CONSTRUCTION: <input type="checkbox"/> TEMPORARY <i>(not to exceed 30 days)</i> <input type="checkbox"/> PERMAMENT • STARTING DATE: _____ • ENDING DATE: _____		TYPE OF SIGN: <input type="checkbox"/> AWNING AND CANOPY <input type="checkbox"/> ELECTRONIC DISPLAY SCREEN <input type="checkbox"/> FREESTANDING POLE <input type="checkbox"/> ELECTRONIC MESSAGE CENTER <input type="checkbox"/> WALL <input type="checkbox"/> FREESTANDING MONUMENT <input type="checkbox"/> WINDOW <input type="checkbox"/> _____	
Valuation of Work \$	SIZE OF SIGN: LENGTH _____ WIDTH _____ HEIGHT _____ SQ FT _____ WEIGHT _____		
• COPY OF NEW SIGN PLAN IN COLOR IS REQUIRED WITH MEASURMENTS OF SQUARE FOOTAGE SHOWN • ELECTRICAL CONTRACTORS (IF NEEDED) ARE REQUIRED TO BE LICENSED IN THE VILLAGE AND WILL NEED A SEPARATE ELECTRICAL PERMIT			

****CONTRACTS OR RECEIPTS ARE REQUIRED FOR ALL PROJECTS****

OFFICE USE ONLY

Received By	Date Received
Approved By	Date Approved
Permit Fee \$	Working Without Permit Fee \$
Permit Number:	Date Issued:



VILLAGE OF RIVER GROVE BUILDING DEPARTMENT

BUILDING COMMISSIONER
CHUCK FREDRICKSON
BUILDING ADMINISTRATOR/DIRECTOR
CATHERINE KARDA

2621 THATCHER AVE, RIVER GROVE, IL 60171 • PHONE: (708) 453-8007 • E-MAIL: BUILDINGDEPT@RIVERGROVEIL.GOV
VILLAGE PRESIDENT DAVID B. GUERIN

FOR YOUR INFORMATION AND SAFETY PERMITTING & INSPECTION POLICY OVERVIEW

Per the Village of River Grove ordinance, contractors or homeowners are responsible to schedule all required inspections for all trades. Permit inspection appointments are needed to be made no less than 24 hours prior to the desired inspection date and time. Required inspections per permit will be clearly marked on the back side of all permit placards. All permit placards are to be displayed in the window of the property, visible to the street, until construction is completed and approved. All permits have an expiration date stated on the front side of the placard. If that permit expires prior to the work being completed, an application form will be required to be resubmitted for an extension with an additional cost. Any additional questions regarding the permitting process and for scheduling inspections call the building department at (708) 453-8007.

7-1-13

INSPECTION OF BUILDINGS UNDER CONSTRUCTION:

The building commissioner shall cause to be inspected all buildings and structures and portions thereof which are in course of being constructed, erected, enlarged, remodeled, altered, repaired, raised, lowered, underpinned, moved or wrecked under a permit issued by the village for the work. The purpose of inspection shall be to ascertain and record whether the work is being undertaken and performed in a safe manner, and complies with the requirements of the building code.

Failure to obtain the necessary inspections prior to the closing of any exposed work may result in a request from the inspectors to reopen the completed job. Failure to obtain permits for all trades and starting the work without permits will result in penalties and fines.

By signing this permit application form, I verify that I have read all of the information and agree to follow all of the required steps in the permitting process.

Contractor/Homeowner Signature

Print Name

Date

Company Name