



**COUNTY OF TAZEWELL
DEPARTMENT OF COMMUNITY DEVELOPMENT**

11 South 4th Street, Room 400, Pekin, Illinois 61554

Phone: (309) 477-2235 Fax: (309) 477-2358 Email: zoning@tazewell-il.gov

Jaclynn Workman, Community Development Administrator

SUBMITTAL REQUIREMENTS FOR SIGNS/BILLBOARDS

The following will required before a Sign/Billboard permit will be issued by the Community Development:

- Completed Sign Permit Information sheet
- 2 copies of a site plan showing the lot, the proposed sign location, and the sign's distance from all lot lines and Right-of-Way, buildings, driveways, and parking areas.
- For Billboards only or signs with footings 2 copies of engineer stamped construction plans showing the method of support and attachment to the building or ground, method of illumination, and lighting intensity. Include a sketch showing the sign face, exposed surfaces, proposed message, and if the sign is to be attached to a building, the sign on the façade of the building. Drawings shall be to scale (1/4"=1' minimum). Allow a one day review period in this particular case.

If the Sign is illuminated:

The Sign drawing must include electrical schematics. The disconnect location must be indicated on the electrical schematics. In addition, all electrical signs must be installed in accordance with the manufacturer's installation, instructions. Therefore, two (2) copies of the manufacturer's instructions and information must also be submitted.

Plans are reviewed for compliance with the following codes:

International Building Code 2018, International Property Maintenance Code 2018, NFPA 70: National Electrical Code 2017 Edition, State of Illinois Plumbing Code Part 890 Illinois Administrative Code, International Mechanical Code 2018, International Fire Code 2018, Illinois Accessibility Code, Illinois Energy Conservation Code-most current, International Existing Building Code 2018, NFPA 100 Life Safety Code

INFORMATION FOR A SIGN/BILLBOARD PERMIT

PROPERTY OWNER: _____	Email: _____
Address: _____	Phone: _____

GENERAL CONTRACTOR: _____ <small style="text-align: center;">IF OWNER MARK "SELF"</small>	Email: _____
Address: _____	Phone: _____

PRIMARY PROJECT CONTACT: _____ <small style="text-align: center;">IF OTHER THAN OWNER OR CONTRACTOR</small>	Email: _____
Address: _____	Phone: _____

SITE INFORMATION

Site Parcel Number _____ Site Address _____
*An address MUST be applied for prior to issuance of any Permit

Setback from Road(s): _____ Setback from Side(s): _____ & _____

Setback from Rear: _____

PROJECT INFORMATION

Estimated Cost of Construction: \$ _____

A SITE PLAN DRAWN TO SCALE CONTAINING THE FOLLOWING IS REQUIRED			
• Illumination Method	• Lighting Intensity	• Sign Location	• Direction of Sign Faces
• Exposed Surfaces	• Proposed Message(s)	• Sign Structural Support	• Ground of Building Attachment Method

SIGN TYPE: On Premise Sign Multi-Family Building ID Sign Subdivision ID Sign
 Bill Board Sign Home Occupation Other: _____

SIGN STYLE: Free Standing Wall Sign (attached to Building, **MUST** include the total area of wall to be used on the Site Plan)

SIGN TYPE: Permanent Temporary

SIGN FACE DIMENSIONS: **TOTAL SIGN FACE AREA:** **SIGN HEIGHT:**

Width _____ ft _____ in _____ sq. ft _____ ft _____ in

Length _____ ft _____ in

ELECTRICAL INFORMATION (where applicable)

ELECTRICAL CONTRACTOR: _____ Email: _____

Address: _____ Phone: _____

The authorized applicant/property owner's signature below hereby attests that all information is true and correct:

Signature: _____ Date: _____ Received By _____
 Contractor Owner Applicant

SITE PLAN– Provide accurate information (**Show** all structures existing on parcel with dimensions (Including well and septic) **AND Identify** new structures with dimensions **AND Identify** all adjacent streets/roads)

IDENTIFY SETBACKS FROM ALL PROPERTY LINES AND FROM THE ROAD
ALL SETBACKS ARE MEASURED FROM THE OVERHANG TO THE PROPERTY LINE

NOTE: Meeting the correct setbacks from the property line is the responsibility of the owner/applicant

