



CITY OF WEST FRANKFORT

605 W. Main
West Frankfort, IL 62896
www.westfrankfort-il.gov
Codes Department

Ph.: 618-932-3262 – ext. 109 • Fax: 618-937-2512



Sign Permit Application

| | | | |
|--------------------------------|---------------------|------------------|--------------|
| FOR OFFICE USE ONLY | | | |
| DATE RECEIVED _____ | DATE APPROVED _____ | PERMIT NO. _____ | FEE \$ _____ |
| APPROVED BY CODE OFFICER _____ | | | |

OWNER'S NAME: _____

ADDRESS: _____ CITY _____ PHONE _____

CONTRACTOR'S NAME: _____

ADDRESS: _____ CITY _____ PHONE _____

INSTRUCTIONS TO APPLICANT

All information requested must be completed on this application. Applicant is encouraged to visit this office for assistance in filling out this form. Any item requested by the application that does not apply to the proposed construction project indicate by marking the line with "N/A". *All rental property must have written permission from the owner for any accessory structure. The property owner is responsible for obtaining the building permit.

Application is hereby made for a Building Permit as required under the Zoning Ordinance of the City of West Frankfort for the erection, moving, or alteration, and all statements and any attached maps and drawings as a true description of the proposed new or altered uses and/or buildings. The applicant agrees that the permit applied for, if granted, is issued on the representations made herein and that any permit issued may be revised or revoked, without notice an any breach of representations or conditions stated.

THE PERMIT MAY BE DELAYED IF ANY INFORMATION IS OMITTED OR INCORRECT.

1. Address of Sign : _____ Cost _____

2. Type of Sign: Temporary Business Wall Billboard Icon
 Illuminated Freestanding Other _____

3. Is this property in a Flood Way or Special Flood Hazard Area (SFHA)? YES _____ NO _____

PLEASE NOTE: Should there be any questions regarding the issue of whether or not the proposed project is in or is not in a recognized Flood Way or Special Flood Hazard Area, it is the responsibility of the applicant to provide evidence that will support the application.

4. If answer is yes, provide a certificate showing existing grade elevations and all changes in grade resulting from excavation or filing, the location and dimensions of all buildings, and the elevation of the lowest floor (including basement) of all proposed buildings. Also, required is an engineering statement that this development in the SFHA shall not create a damaging or being potentially damaging in flood heights or velocity or a threat to public health or safety.

5. Any and all costs for a required certificate of elevation and an engineering statement will be paid by the applicant.
6. All applications must be signed by the applicant which may be either the person or firm doing the construction; or the property owner. The property owner is responsible for obtaining a sign permit.
7. No construction or excavation may begin until the application is approved by the City Council which meets on the second and fourth Tuesday of each month.
8. Construction must start within ninety (90) days after Council approval of sign permit.

Approximate Start Date: _____

Approximate Completion Date: _____

9. All sign permits are valid for ninety (90) days. All requested work is to be completed within that time frame. After expiration date, a renewal permit must be requested.
10. The city will not be liable for any expenses incurred if the applicant does not follow the instructions provided for in this permit.
11. Application must be accompanied with a drawing of sign showing the size, and planned location of the sign.

SIGN MAP

1. Show proposed sign with a solid fill.
2. Label the length, width and height of the sign.
3. Label the words that will be used.
4. Label the distance from side and rear property lines or streets.

Reviewed by Codes Officer: _____ **Date:** _____

Permit fee is \$75. All fees shall be paid in full only after City council approval.

All fees are waived for permits located within the West Frankfort Enterprise Zone, churches, church owned property used for church purposes, excluding church owned income producing property, Government owned buildings, or any new and old City Lake leased property.

I do hereby that the information provided in this application is true and correct to the best of my knowledge and that I have read and understood the terms and conditions of the building permit when granted by the City Council.

Signature of Owner _____