



**City of Collinsville**  
**SIGN PERMIT APPLICATION – PERMANENT SIGNS**  
 Department of Community Development  
 346-5200 Ext. 1143

THIS FORM MUST BE COMPLETED IN FULL OR APPROVAL WILL BE DELAYED. COMPLETE A SEPARATE FORM FOR EACH SIGN PROPOSED. PAYMENT MUST ACCOMPANY APPLICATION. ALLOW 5 WORKING DAYS FOR PROCESSING.

CONTACT NAME & ORGANIZATION \_\_\_\_\_ PHONE \_\_\_\_\_

MAILING ADDRESS \_\_\_\_\_ EMAIL \_\_\_\_\_

BUSINESS NAME WHERE SIGN IS TO BE PLACED \_\_\_\_\_ ADDRESS WHERE SIGN IS TO BE PLACED \_\_\_\_\_

BUSINESS OWNER OR MANAGER \_\_\_\_\_ BUSINESS MAILING ADDRESS \_\_\_\_\_

PROPERTY OWNER \_\_\_\_\_ PROPERTY OWNER'S MAILING ADDRESS \_\_\_\_\_

**DESCRIPTION OF SIGN:**

Width: \_\_\_\_\_ Height: \_\_\_\_\_ Total Sq. Ft.: \_\_\_\_\_ Cost of Sign: \_\_\_\_\_

Type of Illumination: \_\_\_\_\_ Method of Support: \_\_\_\_\_

**TYPE OF SIGN:**

Freestanding/Monument Sign: Height from ground to top of sign (in ft.): \_\_\_\_\_

Flush Mounted Sign: Total square footage of building face where sign will be placed: \_\_\_\_\_

Projecting Sign: Total square footage of building face where sign will be placed: \_\_\_\_\_

Window Graphic: Total square footage of window area: \_\_\_\_\_

Electronic Messaging Center Sign: Total square footage of EMCS portion of sign: \_\_\_\_\_

Amount of street frontage of sign location (linear ft.): \_\_\_\_\_

Total square footage of existing graphics: \_\_\_\_\_

**ATTACH COLOR RENDERING OR DRAWING OF SIGN SHOWING DIMENSIONS AND EXACT LOCATION ON BUILDING/LOT. ATTACH CURRENT COLOR PHOTOGRAPH(S) OF ESTABLISHMENT SHOWING ALL EXISTING SIGNS. SUFFICIENT INFORMATION MUST BE PROVIDED TO ALLOW IDENTIFICATION OF SIGN'S LOCATION, SIZE, DESIGN, SUPPORT, MATERIALS, COLORS, AND ILLUMINATION.**

YOU ARE REQUIRED TO NOTIFY THE BUILDING DEPARTMENT FOR INSPECTIONS WHEN WORK IS COMPLETE .

SIGNATURE \_\_\_\_\_  Owner  Representative PRINTED NAME (if Representative) \_\_\_\_\_

**For Office Use Only**

**Graphic permit (No structural review required) – \$100.00 (17.190.050)**

**Graphic permit (Structural review required) – Value of construction based on ICC Cost of Construction Method x Mechanical Permit Fee Multiplier (\$100 minimum) (17.190.050)**

Date Received: \_\_\_\_\_ Sign Zone:  1  2  3  4 Permit Number : \_\_\_\_\_

Approved by: \_\_\_\_\_ Date Approved : \_\_\_\_\_

Total Project Cost: \_\_\_\_\_ x.009 fee multiplier = \_\_\_\_\_ Sign Permit Fee