



**PRIMARY CONTACT FOR APPLICATION:**

**CENTRAL SIGN DISTRICT REQUIREMENTS (see attached map):**

STATE HOW THE PROPOSED SIGN INTEGRATES INTO, AND COMPLEMENTS, THE EXISTING CHARACTER OF THE SIGN DISTRICT

**NOTES:**

- In order for the Village to process any sign permit application, a *Sign Application Checklist* form must be **completed in full** and attached to the *Sign Permit Application*, along with any required drawings, etc. A separate *Sign Permit Application* must be filled out for each sign type requested.
- All balloons permits require a refundable \$100.00 deposit which will be returned upon removal of the balloon. This deposit is to be made in addition to the \$25.00 fee for the temporary sign/balloon permit fee.
- **No sign** shall be constructed until a permit for such sign has been obtained by the Village of Plainfield. Additionally, **no sign** shall be installed or relocated until **AFTER** the permit has formally been issued and picked up by the applicant. A violation could result in a fine of \$50.00 or more and immediate removal of the sign.
- Once the applicant has been notified that a sign permit has been issued, the applicant has **1 week (7 days)** from the date that it was issued to pick up the permit in the Building Division.
- Submit all sign permit application documents, or direct questions, to the Planning Division at (815) 439-2824 or e-mail to signs@goplainfield.com. Information regarding signs can also be obtained by visiting the Village website at [www.plainfield-il.org](http://www.plainfield-il.org).
- Sign permit application processing may take up to **ten (10) working days** from time of submission.

**I HEREBY CERTIFY THAT I HAVE READ, UNDERSTAND AND AGREE TO CONFORM TO ALL GOVERNING INFORMATION AND REGULATIONS SET FORTH BY THE VILLAGE BOARD OF TRUSTEES OF THE VILLAGE OF PLAINFIELD.**

SIGNATURE OF APPLICANT

DATE

SIGNATURE OF OWNER OR AUTHORIZED AGENT (REQUIRED IF NOT APPLICANT)

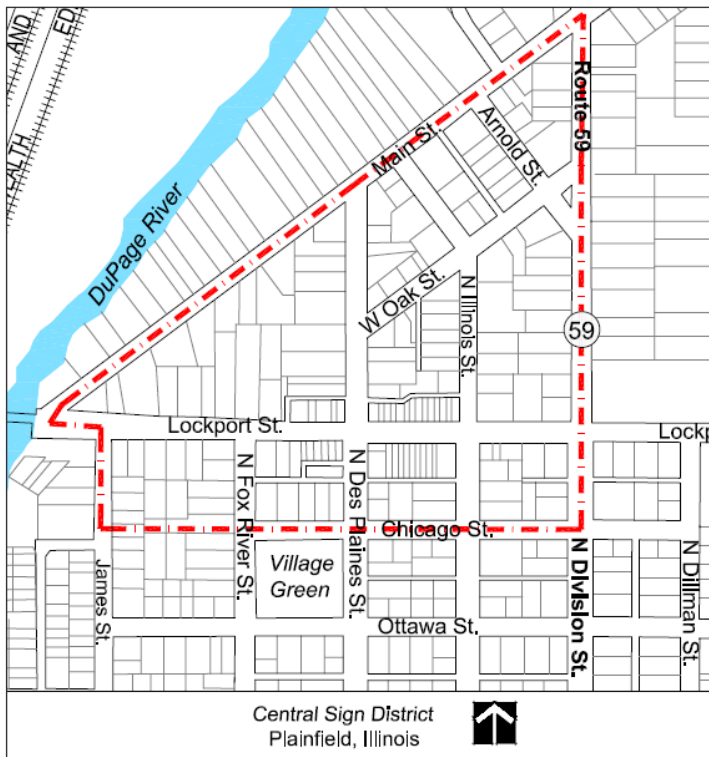
DATE

**SIGN PERMIT APPLICATION CHECKLIST:**

- Completed sign permit application form
- Scale drawing showing accurate dimensions of the sign
- Drawing of the sign showing the method of construction and attachment to the building, other structure, or in the ground. Include sign measurements, including projection depth, and illumination specifications (if applicable)
- Building elevation with dimensions showing the proposed placement of the sign on the building (**Wall Signs Only**)
- Site plan showing the proposed sign location and the setbacks from the property lines. Include sign to ground level height measurements (**Ground Signs Only**)
- Landscape plan showing placement and dimensions of plantings in relation to the proposed sign (**Permanent Ground Signs & Temporary Subdivision Project Signs Only**)
- Completed electrical permit application (**Illuminated Signs Only**)
- All signs must bear the approval stamp of the Underwriters Laboratory.
- All outdoor electric signs shall be controlled by a safety switch installed on or near sign, accessible to persons in repair service.
- The wiring on all outdoor signs and billboards shall be encased in rigid conduit.
- Contractor registration application form (annual requirement)

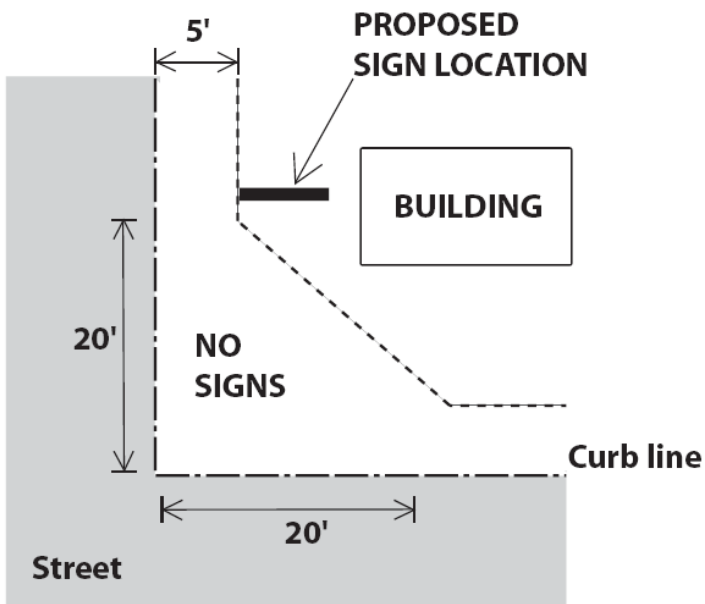
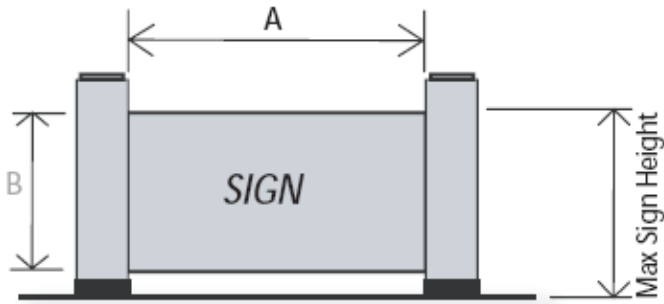
**Sign Permit Fees:**

- \$1.00 per square foot of permanent sign face (\$2.00 per square foot if double-sided)
- \$25.00 flat fee for temporary signs
- \$100.00 refundable **balloon** deposit fee (**make deposit as separate payment**)
- \$30.00 electrical permit fee
- \$50.00 contractor registration fee

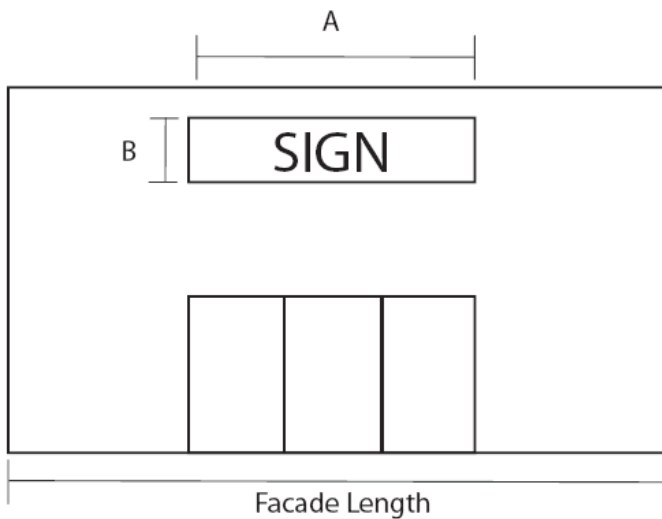


# Sample Required Elevations

## Ground Signs



## Wall Signs



**VILLAGE OF PLAINFIELD**  
**CONTRACTOR REGISTRATION APPLICATION**

DATE APPLIED: \_\_\_\_\_

**BUSINESS INFORMATION:**

NAME OF BUSINESS: \_\_\_\_\_

ADDRESS (PO BOX'S ARE NOT ACCEPTED):  
\_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

BUSINESS PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_

TYPE OF BUSINESS (i.e. concrete, electrical, carpentry): \_\_\_\_\_

REGISTERING AS A:            GENERAL \_\_\_\_\_            OR            SUB-CONTRACTOR \_\_\_\_\_

Name of primary contact: \_\_\_\_\_

Email: \_\_\_\_\_

Is the Contractor registration for a COMMERCIAL project? Circle one: yes or no

**24 HOUR EMERGENCY PHONE NUMBER REQUIRED** \_\_\_\_\_

<b>GENERAL CONTRACTORS:</b>	Are required to submit the <b>application</b> , pay <b>\$50 annual registration fee</b> , provide a <b>SIGNED, SURETY BOND</b> in the amount of <b>\$10,000</b> and <b>CERTIFICATE OF INSURANCE</b> for <b>General Liability</b> in the amount of <b>\$1,000,000</b> listing the <b>Village of Plainfield as certificate holder</b> .
<b>SUB-CONTRACTORS:</b>	Are required to submit the <b>application</b> and pay <b>\$50 annual registration fee</b> .
<b>ELECTRICAL CONTRACTORS:</b>	Are required to submit the <b>application</b> , pay <b>\$50 annual registration fee</b> , <b>CERTIFICATE OF INSURANCE</b> for <b>General Liability</b> in the amount of <b>\$1,000,000</b> listing the <b>Village of Plainfield as certificate holder</b> and a copy of current <b>Illinois electrical license where electric test was taken</b> .
<b>PLUMBING and IRRIGATION CONTRACTORS:</b>	Are required to submit the <b>application</b> , <b>NO FEE</b> , and provide a copy of the <b>Illinois Health Certificate</b> in the <b>business name</b> and the <b>Owner's Journeyman's card</b> or <b>Illinois Health Certificate</b> and/or <b>Irrigation certificate</b> .
<b>ROOFING/SIDING CONTRACTORS:</b>	All roofing & siding contractors who are <b>acting as Generals</b> , are required to submit the <b>application</b> , pay <b>\$50 annual registration fee</b> , provide a <b>SIGNED, SURETY BOND</b> in the amount of <b>\$10,000</b> and <b>CERTIFICATE OF INSURANCE</b> for <b>General Liability</b> in the amount of <b>\$100,000.00</b> listing the <b>Village of Plainfield as certificate holder</b> . <b>Roofers</b> must provide a current copy of <b>State of Illinois Roofing License</b> .

All contractors must submit an updated Contractor registration form yearly. A fax copy of the General Liability and signed Surety Bond is acceptable.

**Signature:** \_\_\_\_\_ **ANNUAL FEE: \$50.00** is non-refundable  
-----**FOR OFFICE USE ONLY**-----

Registration No. \_\_\_\_\_ Issued By: \_\_\_\_\_

Date Issued: \_\_\_\_\_

# VILLAGE OF PLAINFIELD

## APPLICATION FOR ELECTRICAL PERMIT

The Permit issued on this application will authorize only work specified. Contractor must give complete information as indicated below.

Date of Application: \_\_\_\_\_

**Type of Job:**       Electrical Service       Electrical Upgrade       Basement Remodel  
 Residential Addition       Swimming Pool       Hot Tub       Other: \_\_\_\_\_

Address: \_\_\_\_\_ Lot #: \_\_\_\_\_

Owner Name: \_\_\_\_\_

Owner Address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_

Owner Phone: (\_\_\_\_) \_\_\_\_\_ Cost of Installation: \$ \_\_\_\_\_

### ELECTRICAL CONTRACTOR INFORMATION

Name of Company: \_\_\_\_\_

Street: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_

Direct Phone # or Cell: (\_\_\_\_) \_\_\_\_\_ Supervising Electrician: \_\_\_\_\_

Remarks: \_\_\_\_\_

I hereby declare that the above and attached information is correct and agree, in consideration of and upon issuance of a Building & Use Permit, to do or allow to be done only such work herewith applied for, and that such premises and its existing and proposed buildings or structures shall be used or allowed to be used for only such purposes as are set forth above or other uses permitted in the district.

Print Name: \_\_\_\_\_

Sign Name: \_\_\_\_\_

Issued By: \_\_\_\_\_  
(ELECTRICAL INSPECTOR)

Date: \_\_\_\_\_