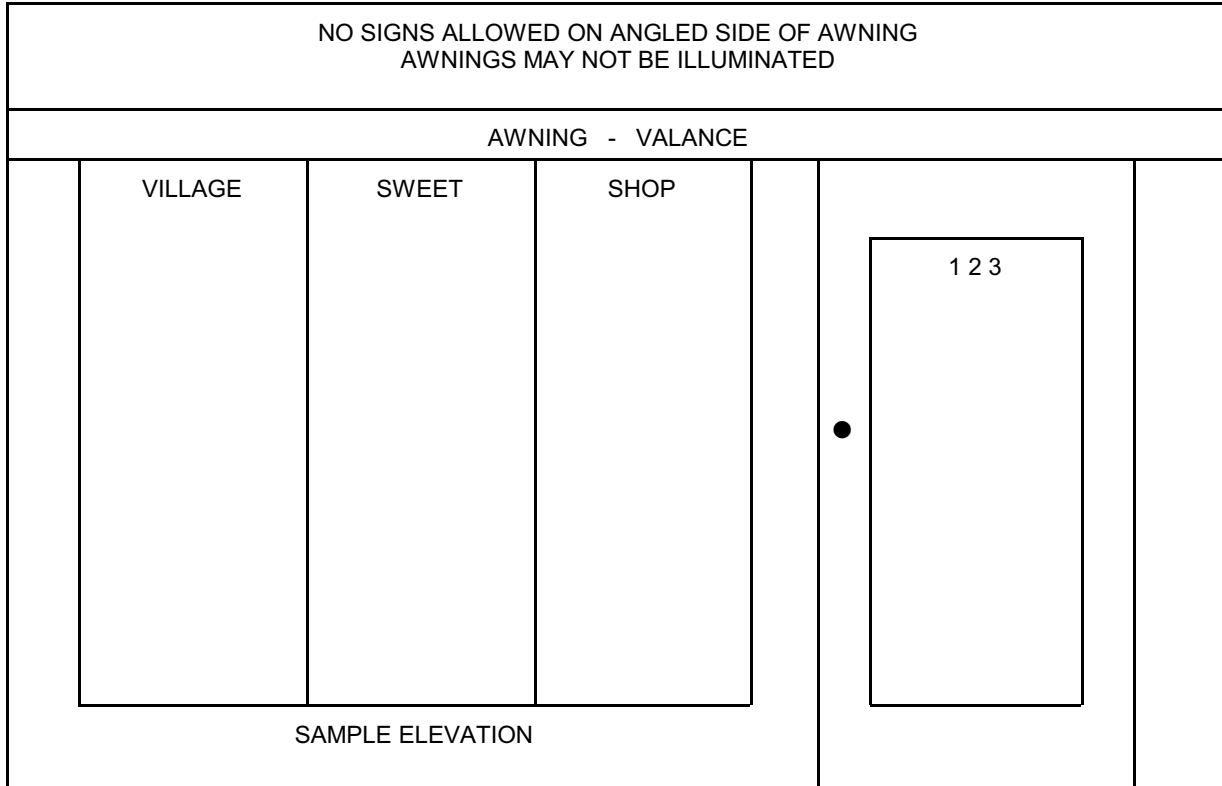


GENERAL BUSINESS AWNING AND WINDOW SIGN REQUIREMENTS

All signs except temporary 30-day promotion signs require a permit.

Submittal Requirements: storefront elevation showing sign locations, sign details showing: colors, dimensions, specifications and canvas awning fabric sample

Awning Sign: valance front side of awning only - allowed text: store name, logo, generic list of product/services offered, and address



<p>WINDOWS SIGNS:</p> <p>Permit required.</p> <p>Allowed text: store name, logo, generic list of products , address, web site. 5-105-D-1-(d)</p> <p>Maximum total size: (Front length of store x 1.5) x .30; assumes no overhanging blade sign or wall sign. With wall sign or blade sign maximum size is (front length of store x 1.5) x .15.</p>	<p>TEMPORARY WINDOW SIGNS:</p> <p>No permit required.</p> <p>Signs are allowed to be up a maximum of 30 days. Maximum for temporary signs is 30% of individual window unit area. 5-105-I-3-(d)-(iii)</p> <p>Temporary window signs must relate to a special sale, promotion, or event at the business location. 5-105-F-17</p> <p>Both temporary and permanent window signs may not occupy more than 50% of an individual window area. 5-105-E-6</p>	<p>DOOR SIGNAGE:</p> <p>Maximum information sign: 2 sq. ft. with store name, logo, generic products sold, address, phone number, business hours, website, Visa/Mastercard logos. 5-105-I-3-(d)-(ii)</p>
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ILLUMINATED WINDOW SIGNS ARE NOT PERMITTED

ADDRESS IS REQUIRED ON FRONT OF BUILDING

THE DEPTH OF A NEW AWNING MUST MATCH THE DEPTH OF EXISTING AWNINGS ON THE SAME BUILDING.

THE MINIMUM CLEARANCE HEIGHT OF THE BOTTOM EDGE OF AN AWNING IS 7 FOOT.

VILLAGE OF GLENCOE
675 Village Court, Glencoe, Illinois 60022
847.835.4111

SIGN PERMIT APPLICATION

ONE APPLICATION FOR EACH SIGN, TWO COPIES OF PLANS AT 1/2" OR 1/4" SCALE AND REDUCED 8 1/2" X 11"
PLAN MUST SHOW SIGN DETAIL AND STORE ELEVATION WITH SIGN LOCATION

Contractor Name:.....

Contractor Address:.....

Contractor Telephone:..... Today's Date:.....

Business Name on Sign:.....

Business Owner Telephone:.....

Address:.....

SIGN TYPE:

Wall Sign:

Window Sign:

Other:

.....

Length of Street:.....

Frontage of Store:.....

IS IT ILLUMINATED?

YES

NO

If yes, you must certify in writing that sign is under 75 foot candles as measured at sign face.

Sign Size Dimensions: _____ Feet by _____ Feet

COLORS:

Background:

Letters:

Sign Box Color:

.....

SIGN SIZE RESTRICTIONS AND FORMULAS

Wall sign maximum: Store frontage on sidewalk x 1.5 = _____ maximum square foot

Awning Sign (with **no** wall sign): Same as wall sign

Window Sign (with **no** wall sign): Wall sign maximum x .30 = _____ maximum sign square footage

Window Sign (**with** a wall sign): Wall sign maximum x .15 = _____ maximum sign square footage
Lettering height limited to 6"