



**CITY OF HIGHLAND PARK**  
**SIGN/AWNING/CANOPY/MARQUEE PERMIT APPLICATION**

DEPARTMENT OF COMMUNITY DEVELOPMENT  
BUILDING DIVISION  
1150 Half Day Rd., Highland Park, IL 60035  
(P) 847.432.0808, (F) 847.926.8885  
(W) [www.cityhpil.com](http://www.cityhpil.com), (E) [building@cityhpil.com](mailto:building@cityhpil.com)

## PERMIT APPLICATION INSTRUCTIONS

- 1) Provide a description in the box below of your proposed project.
- 2) Complete and sign Page 2 on back.
- 3) Compile copies of all drawings, proposals, licenses, insurance, etc.
- 4) Submit ALL documents with signature(s) to the Building Division.

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### IMPORTANT NOTES

- 1) Visit [www.cityhpil.com/building](http://www.cityhpil.com/building) to view submittal requirements and current codes & amendments.
- 2) Incomplete submissions will result in delays.
- 3) Shall include detailed renderings, site plan, storefront area calculations, and sign area calculations.
- 4) Shall include a signed authorization from the property owner (if different than applicant).
- 5) Plan and Design Commission (PDC) approval may be required.
- 6) Separate forms required for Building, Mechanical, Plumbing, Exterior, Fire Alarm, Fire Sprinkler, Tree Removal/Preservation, Tents, Obstruction, Right of Way, Letter of Intent, & Structure Demolition.

Construction Site Address: \_\_\_\_\_

**\*\*\*REQUIRED\*\*\***

PROJECT DESCRIPTION / NOTES / SCOPE OF WORK

**\*\*\*REQUIRED\*\*\***

**PLEASE SEND PERMIT APPLICATIONS VIA EMAIL TO: [building@cityhpil.com](mailto:building@cityhpil.com)**

**PLEASE SEND INSPECTION REQUESTS VIA EMAIL TO: [buildinginspections@cityhpil.com](mailto:buildinginspections@cityhpil.com)**



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Approval \_\_\_\_\_

Visit [www.cityhpil.com/building](http://www.cityhpil.com/building) for submission requirements and a list of adopted codes & amendments.

Construction Site Address: \_\_\_\_\_ Permit No: \_\_\_\_\_

**PROPERTY INFORMATION**

**PROPERTY OWNER**

Name(s): \_\_\_\_\_  
 \_\_\_\_\_  
 Address: \_\_\_\_\_  
 \_\_\_\_\_  
 Phone: \_\_\_\_\_  
 Email: \_\_\_\_\_

**TENANT**

Name(s): \_\_\_\_\_  
 \_\_\_\_\_  
 Address: \_\_\_\_\_  
 \_\_\_\_\_  
 Phone: \_\_\_\_\_  
 Email: \_\_\_\_\_

**PROJECT DETAIL (SELECT ALL THAT APPLY)**

- |                                    |                                      |  |
|------------------------------------|--------------------------------------|--|
| <input type="checkbox"/> Permanent | <input type="checkbox"/> Temporary   | <input type="checkbox"/> No Electrical Supply/Connection Needed            |
| <input type="checkbox"/> New       | <input type="checkbox"/> Replacement | <input type="checkbox"/> Use Existing Electrical Supply/Connection         |
| <input type="checkbox"/> Sign      | <input type="checkbox"/> Awning      | <input type="checkbox"/> New Electrical Connection Required Amperage _____ |
| <input type="checkbox"/> Canopy    | <input type="checkbox"/> Marquee     | No. of Signs _____ No. of Wire Openings _____                              |

**CONTRACTOR(S) INFORMATION**

**GENERAL CONTRACTOR**

Business Name: \_\_\_\_\_  
 Contact Name: \_\_\_\_\_  
 Business Address: \_\_\_\_\_  
 \_\_\_\_\_  
 Office Phone: \_\_\_\_\_  
 Mobile Phone: \_\_\_\_\_  
 Email: \_\_\_\_\_  
 License Number: \_\_\_\_\_ Exp. Date \_\_\_\_\_

\*Reminder: Include copy of license(s)

**ELECTRICIAN**

Business Name: \_\_\_\_\_  
 Contact Name: \_\_\_\_\_  
 Business Address: \_\_\_\_\_  
 \_\_\_\_\_  
 Office Phone: \_\_\_\_\_  
 Mobile Phone: \_\_\_\_\_  
 Email: \_\_\_\_\_  
 License Number: \_\_\_\_\_ Exp. Date \_\_\_\_\_

\*Reminder: Include copy of license(s)

**INVOICING / SIGN & DATE**

Invoice To:  Owner/Tenant  Applicant/Contractor  
 Billing Customer Num. (if known): \_\_\_\_\_

Property Owner: \_\_\_\_\_  
**\*\*\*PROPERTY OWNER OR LANDLORD - ALWAYS REQUIRED\*\*\***  
 Applicant: \_\_\_\_\_  
 (If different than property owner)

**INTERNAL USE ONLY**

Waiver(s) Required  Guarantee Deposit(s) Required  
 Historic  Floodplain  HOA Approval  PDC Approval  
 In-House Review  Third Party Review  
 Total Permit Fees: \$ \_\_\_\_\_  
 Total Deposits: \$ \_\_\_\_\_  
 Total Due: \$ \_\_\_\_\_

Sign & Date