



## **SIGN PERMIT CHECKLIST**

The following will required before a sign/billboard permit will be issued by the Community Development:

- Completed sign permit application
- Completed electrical permit application, if sign will be illuminated.
- 2 copies of a site plan showing the lot, the proposed sign location, and the sign's distance from all lot lines and Right-of-Way, buildings, driveways, and parking areas.
- For Billboards only or signs with footings 2 copies of engineer stamped construction plans showing the method of support and attachment to the building or ground, method of illumination, and lighting intensity. Include a sketch showing the sign face, exposed surfaces, proposed message, and if the sign is to be attached to a building, the sign on the façade of the building. Drawings shall be to scale (1/4"=1' minimum). Allow a one day review period in this particular case.

**\*\*If the sign is illuminated – Sign drawing must include electrical schematics. The Disconnect location must be indicated on the electrical schematics. In addition, all electrical signs must be installed in accordance with the manufacturer’s installation, instructions. Therefore, three (2) copies of the manufacturer’s instructions and information must also be submitted.**



**COUNTY OF TAZEWELL  
DEPARTMENT OF COMMUNITY DEVELOPMENT**

11 South 4<sup>th</sup> Street, Room 400, Pekin, Illinois 61554

Phone: (309) 477-2235 Fax: (309) 477-2358 Email: zoning@tazewell.com

**Kristal Deininger, Community Development Administrator**

**APPLICATION FOR ELECTRICAL PERMIT**

PERMIT # \_\_\_\_\_ - EL

Address of Job \_\_\_\_\_

Parcel ID# \_\_\_\_\_

Owner/Tenant \_\_\_\_\_

Phone # \_\_\_\_\_

Owner/Tenant Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

CONTRACTOR: \_\_\_\_\_

Phone # \_\_\_\_\_

Contractor Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Total Square Feet of Area: \_\_\_\_\_ Describe the Scope of Work: \_\_\_\_\_

**Temp Pole and Main Service Inspections:** Scheduled inspections are required.  
The Building Inspector will contact Ameren upon a PASSED inspection.

**Residential:**

- New  Existing
- Single Family  Two Family
- Temp Pole
- Add Wiring
- Remodel
- Service Replacement
- Meter Relocation
- HVAC

**Number of Amps:** \_\_\_\_\_

**Commercial:**

- New  Existing
- Phase 1  Phase 3
- Temp Pole
- Add Wiring
- Remodel
- Service Replacement

**Number of Amps:**

120/240  120/208  277/480

Other: \_\_\_\_\_

The undersigned does hereby agree to install above noted work in compliance with the laws of the State of Illinois and with the code of Tazewell County. The inspector will make all required inspections. It is the sole responsibility of the permit holder to call the inspector and make arrangements for required inspections.

**I understand that this permit is for only the undersigned party and is non-transferable. If a change in the contractor is needed, a new permit must be issued and charged a base fee. Any changes to the scope of work will be subject to additional fees. All stand alone permits will expire 180 days from the date of issuance.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Contractor  Owner

**Fee Total \$** \_\_\_\_\_

**Building Permit #** \_\_\_\_\_