



*Mascoutah*  
ILLINOIS

3 West Main St, Mascoutah, IL 62258  
(618) 566-2964 ext. 107  
[permits@mascoutah.com](mailto:permits@mascoutah.com)

\*\*\*Office Use Only\*\*\*

Approved \_\_\_\_\_ Denied \_\_\_\_\_  
Sign Permit No. \_\_\_\_\_  
Date: \_\_\_\_\_  
Permit Fee: \$ \_\_\_\_\_

## SIGN PERMIT APPLICATION

### APPLICANT AND OWNER

Name of Applicant \_\_\_\_\_ Phone No. \_\_\_\_\_  
Address of Applicant \_\_\_\_\_  
Email Address \_\_\_\_\_

Name of Owner \_\_\_\_\_ Phone No. \_\_\_\_\_  
Address of Owner \_\_\_\_\_  
Email Address \_\_\_\_\_

### SUBMITTALS:

Site Plan/Sketch - Applicant must prepare a site plan detailing location on property/building, dimensions, square footage, setbacks, materials, and other details.

Address of Proposed Sign Location: \_\_\_\_\_

Zoning District: \_\_\_\_\_ Lot Frontage: \_\_\_\_\_

Type of Material: \_\_\_\_\_ Height: \_\_\_\_\_ Square Feet: \_\_\_\_\_

Type of Sign: Wall \_\_\_\_\_ Canopy \_\_\_\_\_ Window \_\_\_\_\_ Projecting \_\_\_\_\_ Freestanding \_\_\_\_\_

Temporary \_\_\_\_\_ Billboard \_\_\_\_\_ Monument \_\_\_\_\_ Special Purpose \_\_\_\_\_

### Owners Certification:

\_\_\_\_\_  
Date APPLICANT SIGNATURE

Permit Fee Calculations: (\$2.00 per square feet, Minimum \$30.00)

### Code Compliance:

- Compliance with city codes and building codes (ICC) are required. (City Code Chapter 34, Article X)
- **UNDERGROUND UTILITY LOCATES ARE REQUIRED** - CALL J.U.L.I.E. at (800) 892-0123 BEFORE YOU DIG. (48-HOUR NOTICE REQUIRED.)

**Please allow 5 business days for permit processing.**

**SITE PLAN**

