



City of Ottawa
 301 West Madison Street
 Ottawa, IL 61350
 Telephone: (815) 433-0161
 Fax: (815) 433-2344

Permit No. _____
 Fee: _____

**Application for Permit to Install, Erect, or Replace a
 Sign, Canopy, Banner or Marquee in the City of Ottawa**

The undersigned does hereby apply for a permit to erect, install, or replace a Sign, Canopy, Banner or Marquee and does further agree to pay the appropriate fee upon issuance of a permit for the same.

Business Name: _____ E-Mail: _____

Street Address: _____ Phone: _____

Does Sign Extend Over Public Property? Yes _____ No _____

Building Frontage _____ feet

Area or Size _____ square feet

Weight _____ pounds

Applicant should attach a sketch showing the following information of the proposed installation (if applicable):

1. Exterior Dimensions
2. Location (Placement in Right of Way Prohibited)
3. Method of support with adequate detail on structural members
4. Vertical clearance over public sidewalk (minimum 9 feet)
5. Horizontal project from support (6 feet maximum)
6. A set of sealed plans must be submitted for all projecting and free-standing signs exceeding 100 pounds and all wall mounted signs exceeding 200 pounds.

If permission herein requested is granted, the undersigned agrees to indemnify and keep harmless the said City of Ottawa, from any and all suits at law or in equity, damages expenses and attorney's fees, that may be sustained by the said City on account of injuries or damages sustained by any person to his person or property, occasioned in any manner by the granting of the permitted requester, or by the construction, installation or maintenance of said sign. The undersigned further agrees to perform said work in accordance with the provisions of the City Ordinances regulations such matters. Email Applications to: mstafford@cityofottawa.org

Application by: _____ Telephone: _____

Installation by: _____ Telephone: _____

Date: _____

For office use only:

Approved by: _____

Date: _____