



**CITY OF HIGHLAND PARK
SIGN, AWNING, CANOPY or MARQUEE
ELECTRICAL PERMIT APPLICATION**

DEPARTMENT OF COMMUNITY DEVELOPMENT – BUILDING DIVISION
1150 HALF DAY ROAD, HIGHLAND PARK, ILLINOIS 60035
(847) 432-0808 • FAX (847) 926-8885 Web: www.cityhpil.com

**Construction
Site Address** _____

**General Contractor
Business Name** _____

**Contact
Name** _____

**Business
Address** _____ **City** _____ **Zip Code** _____

**Telephone
Office** _____ **Cell** _____

**Email
Address** _____

**Applicant's
Signature / Date** _____

Comments:

Received / Date _____ Approved / Date _____ Issued / Date _____

Note: Permits expire 12 months from the date of issuance.

By signing this document you acknowledge and agree that all the information provided is true and accurate on your behalf. You further acknowledge that you have read and accept all responsibilities listed in the conditions and notices found on the back of this sheet referred to as page 2.

**Electrical Contractor
Business Name** _____

**Contact
Name** _____

**Business
Address** _____ **City** _____ **Zip Code** _____

**Telephone
Office** _____ **Cell** _____

**Electrical Contractor's
License Number** _____

**Email
Address** _____

**Electrician's
Signature / Date** _____

Comments:

Received / Date _____ Approved / Date _____ Issued / Date _____

Note: Permits expire 12 months from the date of issuance.

By signing this document you acknowledge and agree that all the information provided is true and accurate on your behalf. You further acknowledge that you have read and accept all responsibilities listed in the conditions and notices found on the back of this sheet referred to as page 2.

Master Permit Number _____

Sign Permit Number _____

Permanent Temporary

Sign

Awning

Canopy

Marquee

Sign Design Review Required

Awning Design Review Required

**Total Number of
Sign's Square Feet** _____

Total Permit Fees Due

Electrical Permit Number _____

**New Electrical
Service Required**

Service Amp Size _____

**Total Number of
Wire openings** _____

**Total Number of
Fixtures** _____

Total Permit Fees Due

\$ _____

CONDITIONS

Additional applications shall be filed and permits obtained before starting on the plumbing work, sewer and water taps and studs, electrical work, sidewalk construction, Heating and/or Air Conditioning work and any other work for which permits may be required.

The cost of any work performed by the City of Highland Park to repair, correct, replace, install or maintain any public improvement, to have been constructed pursuant to this permit or damaged by work being performed pursuant to this permit, will be deducted from the Guarantee Deposit. The owner shall be further liable for any and all costs and expenses, including reasonable attorney fees, incurred by the City of Highland Park in excess of the Guarantee Deposit for such work performed by the City. A street obstruction bond is required whenever use is made of any portion of the City street, including walks, parkway and/or paving.

This permit authorizes only work for which a FEE has been noted and paid. The permittee shall be responsible for constructing all work in accordance with the description set forth in the application, plans, and specifications and no error or omission in said application, plans, and specifications as filed whether approved or not, shall relieve the permittee from conforming with the Building Code of Highland Park, Illinois and all other pertinent ordinances in the installation, alteration, or repair of any such work.

The permittee does hereby agree to indemnify and hold the City of Highland Park, its employees, agents and assigns harmless from any and all claims, demands, damages, costs, expenses and causes of action, of any kind of nature whatsoever, brought by any person or arising out of any work performed pursuant to this permit, including but not limited to any and all injuries and damages to person, property, or otherwise which occur, directly or indirectly, in connection with the work so performed. The permittee further agrees to reimburse the City of Highland Park for all reasonable costs, expenses, and attorney fees incurred by the City of Highland Park, its employees, agents and assigns in the defense of any claim, demand, or cause of action brought on account of or arising out of any of the work performed pursuant to this permit.

The permittee shall be responsible for scheduling all inspections, INCLUDING ALL FINAL INSPECTIONS, of all work performed pursuant to this permit.

The permit is issued with the express stipulation that if the existing sidewalk is in bad repair it shall be relaid at the owner's expense.

NOTICE OF UNDERGROUND PUBLIC UTILITY FACILITIES

Before excavating grading or ANY other work below the surface of the ground, the permittee is responsible to notify the following utilities, securing location of and protection for all underground public utility facilities.

J.U.L.I.E. 1-800-892-0123

Reinspection Fees

The fee to be paid for reinspection in excess of one (1) trip, to inspect any single phase of construction as required by the Code Official, due to inaccurate or incorrect information of failure to make necessary repairs or corrections of faulty construction shall be the rate set forth in the Annual Fee Resolution for each trip in excess of one (1) trip.

NOTE:

- Do not allow electrical work to be concealed without Rough inspection and Approval by Label
- To avoid re-inspection fees, which are \$75.00 each:
 - (a) Know your Code (National Electrical Code with Highland Park Amendments)
 - (b) Request inspections at proper times when work is ready to be inspected
- For inspections call (847) 432-0808 in advance of appointed time. Inspection required prior to service connection by utility company
- Secure Final Inspection and Approval prior to placing unit in unattended operation

By signing this document you acknowledge and agree to terms and policies stated within this document pursuant to the Highland Park Code of 1968.

Updated 9-8-2015