



# TOWN OF PLAINFIELD

## Building Signs Building Sign Submittal Requirements

A building sign permit is required to construct a permanent sign that is an integral part of or attached to a building or structure whose principal function is something other than the support of a sign.

All permits and associated files shall be submitted through iWorQ, the Town of Plainfield's permit management system.

Link to iWorQ - <https://talktomycity.com/search/Pla01>

- 1) Use the link above to access the town's iWorQ portal. Create an account or login.
  - a) If you already have an account from other municipalities you should be able to login using your existing information.
- 2) Complete the application
- 3) Upload all permit documents outlined below. **Incomplete submittals will not be accepted.**
  - a) Dimensioned **Site Plan**, drawn at a scale no smaller than 1"=100', which shall include
    - i) North arrow
    - ii) Owner's name and address as well as the address of the lot (if different)
    - iii) Legal description of the lot. Actual dimensions of the lot to be built upon.
    - iv) Names, center-lines, and right-of-way widths of all streets, alleys, thoroughfares, public ways, easements, water ways, or railroad rights-of-way abutting or within the lot.
    - v) Location and dimension of all buildings, structures, improvements or signs currently existing on the lot.
    - vi) Proposed location of the sign on the building.
    - vii) All other information required for the proper administration and enforcement of the Plainfield Zoning Ordinance.
  - b) Dimensioned **Building Elevation**, drawn at a scale no smaller than 1/4"=1', which shall include:
    - i) All dimensions of the sign face and the overall height above grade.
    - ii) Lettering, copy, logo, insignia or other depiction to be placed as part of the sign.
    - iii) Type of Construction (i.e. Individual Letters, Raceway, Box, Painted, Non-Illuminated, Illuminated, etc.).
    - iv) Mounting details for the sign.
    - v) Complete elevations and dimensions of the façade of the building or tenant space upon which the sign is to be located.
  - c) If along a Gateway Corridor, include color rendering of proposed building elevation including the proposed sign.
  - d) Completed information on the page below for each sign that will be submitted. Some may be left blank if there are not enough signs to fill the table. Alternately, use more than one copy of the page if more room is needed for the signs needing permitted.
- 4) The review fee will also be required to be received by the Town of Plainfield before the application is complete and review will begin.

The Director may waive any of the above requirements which are non-essential to the review of the proposed sign.

- 1) Once application is submitted **COMPLETELY** the review process will begin.
  - a) Review can take up to 10 business days.

**PROPOSED BUILDING SIGNS FOR:** \_\_\_\_\_

**Site Information:**       Single Use Site       Integrated Center       Out Lot

**Proposed Building Sign #1:** \_\_\_\_\_ sq. ft.       Non-Illuminated       Illuminated

**Type of Sign:**     Wall Sign     Projecting Sign     Suspended     Awning/Canopy/Marquee (specify)

**Construction of Sign:**     Individual Letters     Raceway     Box     Painted     Other:\_\_\_\_\_

**Facade of building or tenant space:** Height \_\_\_\_\_ Width: \_\_\_\_\_ Area: \_\_\_\_\_ sq. ft.

**Purpose of Sign:**       Identification       Incidental

**Proposed Building Sign #2:** \_\_\_\_\_ sq. ft.       Non-Illuminated       Illuminated

**Type of Sign:**     Wall Sign     Projecting Sign     Suspended     Awning/Canopy/Marquee (specify)

**Construction of Sign:**     Individual Letters     Raceway     Box     Painted     Other:\_\_\_\_\_

**Facade of building or tenant space:** Height \_\_\_\_\_ Width: \_\_\_\_\_ Area: \_\_\_\_\_ sq. ft.

**Purpose of Sign:**       Identification       Incidental

**Proposed Building Sign #3:** \_\_\_\_\_ sq. ft.       Non-Illuminated       Illuminated

**Type of Sign:**     Wall Sign     Projecting Sign     Suspended     Awning/Canopy/Marquee (specify)

**Construction of Sign:**     Individual Letters     Raceway     Box     Painted     Other:\_\_\_\_\_

**Facade of building or tenant space:** Height \_\_\_\_\_ Width: \_\_\_\_\_ Area: \_\_\_\_\_ sq. ft.

**Purpose of Sign:**       Identification       Incidental

**Proposed Building Sign #4:** \_\_\_\_\_ sq. ft.       Non-Illuminated       Illuminated

**Type of Sign:**     Wall Sign     Projecting Sign     Suspended     Awning/Canopy/Marquee (specify)

**Construction of Sign:**     Individual Letters     Raceway     Box     Painted     Other:\_\_\_\_\_

**Facade of building or tenant space:** Height \_\_\_\_\_ Width: \_\_\_\_\_ Area: \_\_\_\_\_ sq. ft.

**Purpose of Sign:**       Identification       Incidental

**EXISTING BUILDING SIGNS:**

**Existing Building Sign #1:** \_\_\_\_\_ sq. ft.       Non-Illuminated       Illuminated

**Construction of Sign:**     Individual Letters     Raceway     Box     Painted     Other:\_\_\_\_\_

**Existing Building Sign #2:** \_\_\_\_\_ sq. ft.       Non-Illuminated       Illuminated

**Construction of Sign:**     Individual Letters     Raceway     Box     Painted     Other:\_\_\_\_\_

**Existing Building Sign #3:** \_\_\_\_\_ sq. ft.       Non-Illuminated       Illuminated

**Construction of Sign:**     Individual Letters     Raceway     Box     Painted     Other:\_\_\_\_\_