

**Application For Permit To Erect A Sign/Canopy
or Marquee in the City of Ottawa, Illinois**

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

Business Name: _____

Street Address: _____

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 on the proposed installation:

1. Exterior Dimensions.
2. Method of support with adequate detail on structural members.
3. Vertical clearance over public sidewalk (minimum 9 feet).
4. Horizontal projection from support (6 feet maximum).
5. 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 permit requested, 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 regulation such matters.

Application by: _____ Telephone: _____

Installation by: _____ Telephone: _____

Date: _____

Examined by: _____

(APPROVED) (DISAPPROVED) by: _____, Building Official.

Permit No: _____

Fee: _____