

**GUIDELINES**

- Step 1 - Please fill out the table below to provide the Sign Code and Permit requirements for the project.
  - Send back the filled out form together with the **photo of building or tenant's space.**
- Step 2 - Complete the requirements for the Sign Permit application to start the process.
- Step 3A - If the Sign Permit application needs to be mailed to the City, the Client will need to set up a UPS account to mail the documents. We will handle creating a label from the UPS account that the Client's created. (See pages HOW TO CREATE UPS ACCOUNT)
  - After creating a UPS account, send all the requirements to us so we can compile everything and we will send it back to you with a label for mailing.
- Step 3B - If the Sign Permit application will be sent via email or online application only, Client needs to send all the requirements to Signage Permit Consultants to start the application process.
- Step 4 - You will receive an update every 4 days or weekly for the status of Sign Permit application.

Project Name :Tropical Smoothie Cafe	Date :
Project Address : 654 W Diversey Ave, Chicago, IL 60657	

BUSINESS INFORMATION / CLIENT		
Company legal name including DBA:		
Business Address :	City : Chicago	State, Zip Code : IL 60657
Phone number :	Email :	Fax : N/A
Owner's name :		
Home Address :	City :	State, Zip Code : 60202
Phone number :	Email :	Fax : N/A

LANDLORD INFORMATION		
Property Owner's Full Name: Stefanie Hrejsa	Position : General Manager	
Company Name : Oxford Hotels and Resorts, LLC		
Address : 644 W Diversey Pkway	City : Chicago	State, Zip Code : IL 60614
Phone number : 773-525-0034	Email : Shrejsa@hotelversey.com	Fax : N/A

BUILDING OR TENANT'S SPACE INFORMATION	
Space Length : approx 28 ft.	Space total floor area : ---
Space Width : ---	Height of wall (1st floor only) : approx 14 ft.
Building Length : 220 ft.	Lot Length : 220 ft.
Building Width : 149 ft.	Lot width : 149 ft.



Length must be the front of building or lot

**CODE RESEARCH**

Client's Name: Tropical Smoothie Cafe Zoning: B3-5  
Business Name: TROPICAL SMOOTHIE CAFE  
Address: 654 W Diversey Ave City/State/Zip Code: Chicago, IL 60657

Note: Client wants to install 1 wall sign and 1 projecting sign

**GROUND SIGNS**

Are ground signs allowed? Yes:  No:  Pole: \_\_\_\_\_ Monument: \_\_\_\_\_  
Number of Signs allowed: \_\_\_\_\_ Distance to adjacent Ground Signs: \_\_\_\_\_  
Maximum SF allowed per face: \_\_\_\_\_ Maximum sign height: \_\_\_\_\_  
Minimum setback from lot: \_\_\_\_\_ Maximum overall height: \_\_\_\_\_  
Minimum setback from building: \_\_\_\_\_ Visibility triangle: \_\_\_\_\_  
Lighting restrictions: \_\_\_\_\_  
Sign area formula: \_\_\_\_\_

NOTES: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**WALL SIGN**

Are wall signs allowed? Yes:  No:   
Number of Signs allowed: not regulated Maximum Projection: 12"  
Maximum SF allowed: 120 sq.ft. (tenant only) - projecting sign is included in this area  
Maximum Sign height: not regulated Maximum logo height: not regulated  
Maximum sign width: not regulated Maximum height of sign from ground: not regulated  
Maximum letter height: not regulated Is area transferrable to another elevation: Yes:  No:   
Projection of sign to roof line: N/A  
Lighting restrictions: See Municipal Code Section 14E-6-600: Electric Signs and Outline Lighting  
Sign area formula: 33% of wall area (tenant) ; 4xstreet frontage (Building)

NOTES: Client may exceed to his total sign area of 120 sq.ft. because the building has around 800 sq.ft. allowance facing that street of the Client. But Client should also consider other tenants and Landlord's policy.  
Total Sign area allowed for wall sign, canopy, awning, projecting, freestanding sign ( facing .N. Clark St.- 323.63 sq.ft. ; facing W. Diversey Pkwy- 808.5 sq.ft. )  
lot/building facing W. Diversey Pkwy- 220 ft. Sign structures, Structural Trim, Sign Facings, Letters and Decorations, shall be of noncombustible materials.  
lot/building facing .N. Clark St.- 149 ft.

**PROJECTING SIGN**

Are projecting signs allowed? Yes:  No:

Number of Signs allowed: not regulated Maximum Projection fr building: min of 18" from curb

Maximum SF allowed: included in the wall sign

Maximum Sign height: not regulated Maximum logo height: not regulated

Maximum sign width: not regulated Maximum height of sign from ground: 9 ft

Maximum letter height: not regulated Is area transferrable to another Yes:

Projection of sign to roof line: N/A elevation: No:

Lighting restrictions: See Municipal Code Section 14E-6-600: Electric Signs and Outline Lighting

Sign area formula: included in the wall sign

NOTES: See notes of Wall Sign

Minimum of 9 ft height from sidewalk to bottom of sign. The height of a projecting sign shall not exceed 70 feet

Sign structures, Structural Trim, Sign Facings, Letters and Decorations, shall be of noncombustible materials.

Approved combustible materials as applied to outdoor signs shall include: (1) Wood or materials not more combustible than wood; (2) Combustible plastics which, when tested in accordance with ASTM Standard Method Test for Flammability of Plastics over 0.050 inch in thickness (D635-44) burn no faster than 2.5 inches per minute in .060 inch thickness.

**AWNING / AWNING SIGN**

Are awning/awning signs allowed? Yes:  No:

Number of Awning Signs allowed: \_\_\_\_\_ Maximum Projection fr building: \_\_\_\_\_

Maximum SF allowed in awning: \_\_\_\_\_

Maximum Sign height: \_\_\_\_\_ Maximum logo height: \_\_\_\_\_

Maximum sign width: \_\_\_\_\_ Maximum height of awning

Maximum letter height: \_\_\_\_\_ from ground: \_\_\_\_\_

Lighting restrictions: \_\_\_\_\_

Sign area formula: \_\_\_\_\_

NOTES: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**PERMIT REQUIREMENTS**

Permits can be applied via: Mail  Email  Online Portal

Permits can be applied by: Owner:  Contractor:  Authorized agent:

Signature required on application: Owner:  Contractor:  Authorized agent:

Business License required?: Yes:  No:

Sign Contractor registration required: Yes:  No:

Electrician registration required: Yes:  No:

Is inspection required: Yes:  No:

Timeframe of review: 2-4 weeks(actual) ; 4-6 months Size of documents: letter

Documents required: 1- online application form 4- zoning map  
2- Sign Permit application form 5- existing signs with sign area  
3- Drawing with site plan 6-

Cost of permit: \$1,000 Other permit cost: \_\_\_\_\_

Is there a design review board th: Yes:   
 No:

NOTES: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**VARIANCE REQUIREMENTS**

Permits can be applied via: Mail  Email  Online Portal

Permits can be applied by: Owner:  Contractor:  Authorized agent:

Signature required on application: Owner:  Contractor:  Authorized agent:

Is there a zoning board meeting: Yes:  No:  No of meetings: \_\_\_\_\_

Person allowed to attend to attend the meeting: Owner:  Contractor:  Authorized agent:

Timeframe of review: \_\_\_\_\_ Size of documents: \_\_\_\_\_

Cost of application fee: \_\_\_\_\_ Is the fee refundable: \_\_\_\_\_

Documents required: 1- 4-  
2- 5-  
3- 6-

NOTES: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

# PROJECT SCHEDULE

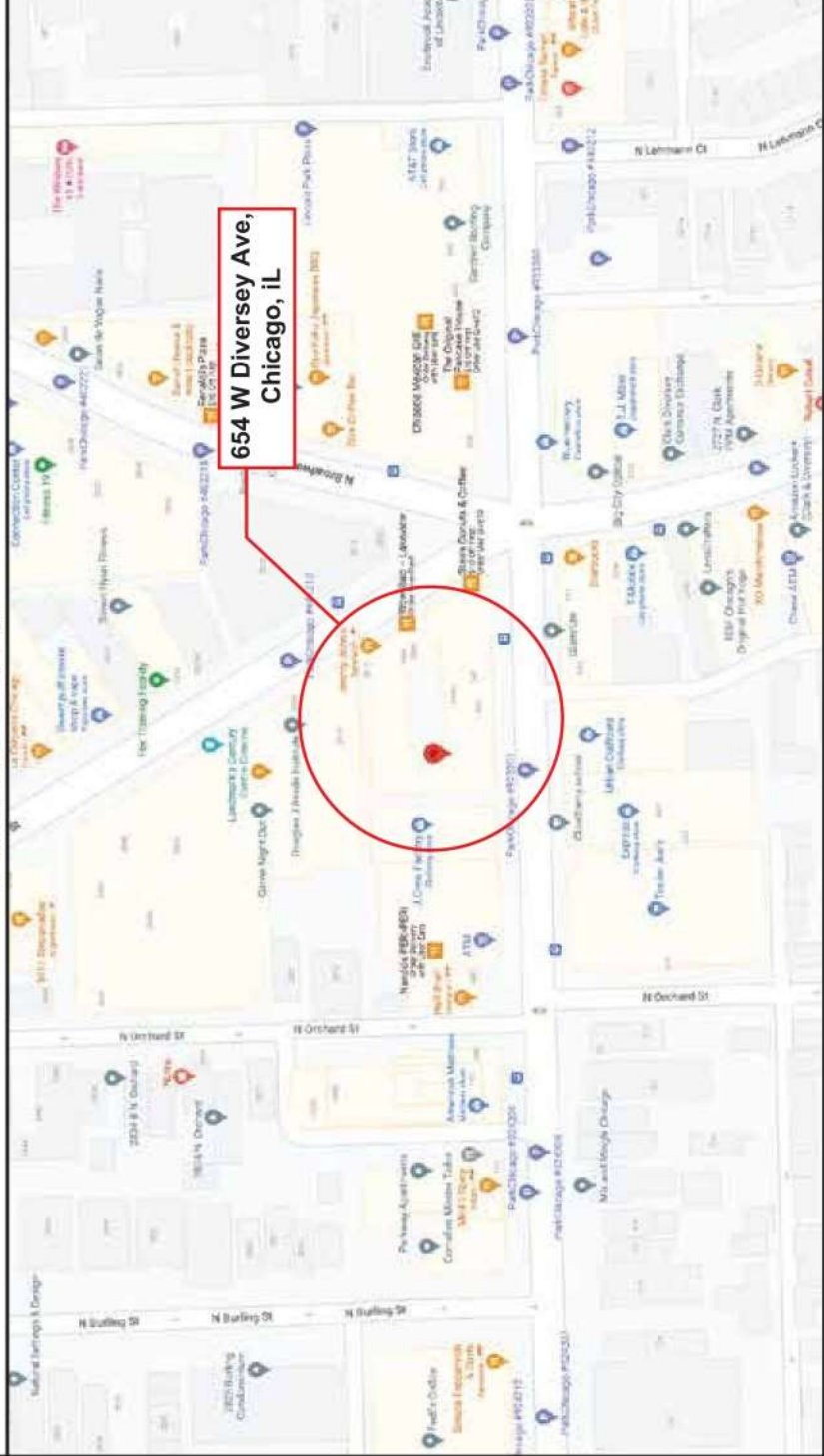
SIGN TYPE / DESCRIPTION:	QTY.:	PG.
A. FRONT-LIT, PLEX-FACE CHANNEL LETTERS RACEWAY MOUNTED	ONE (1)	3
B. BLADE SIGN WITH BULLET LIGHTS / FULL DIGITAL PRINT LOGO (DOUBLE SIDED)	ONE (1)	6

PROJECT:

# tropical CAFE

**654 W Diversey Ave, Chicago, IL**

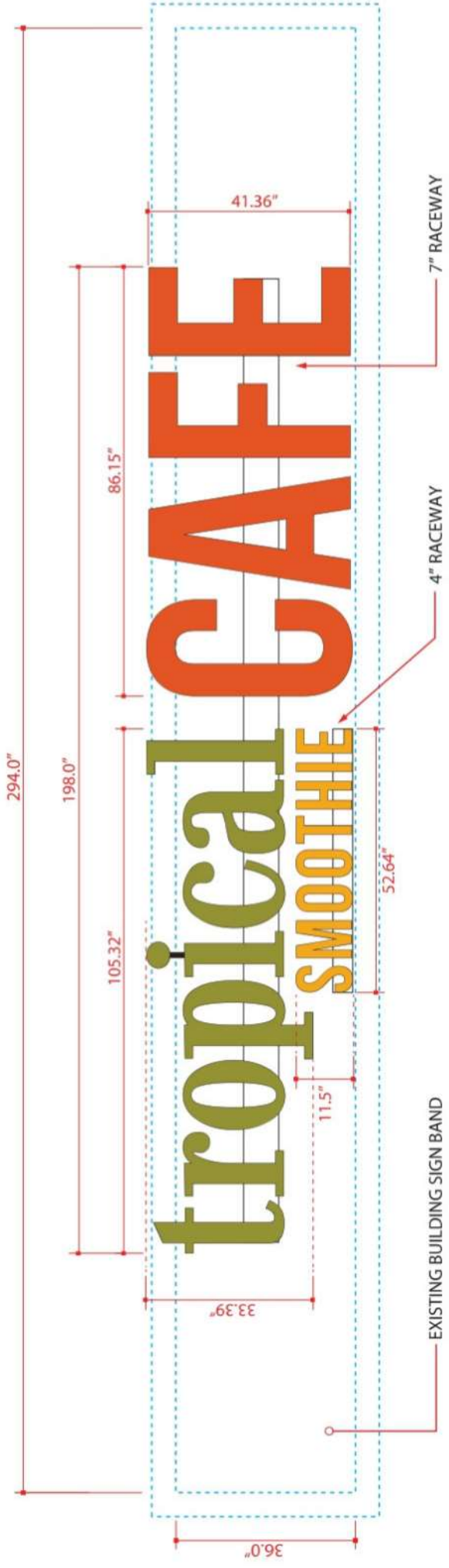
## VICINITY MAP



## REVISIONS

REV.	DATE	DB	NOTES
00	00/00/2023		

<b>CLIENT &amp; LOCATION</b> <b>tropical CAFE</b> <b>654 W Diversey Ave, Chicago, IL</b>		CLIENT APPROVAL:	LEAD NO.:	DATE STARTED:	REVIEWED BY:	SHEET NO.:
		LANDLORD APPROVAL:	SM - PM Mich	05.18.2023	LEO	1 OF 5

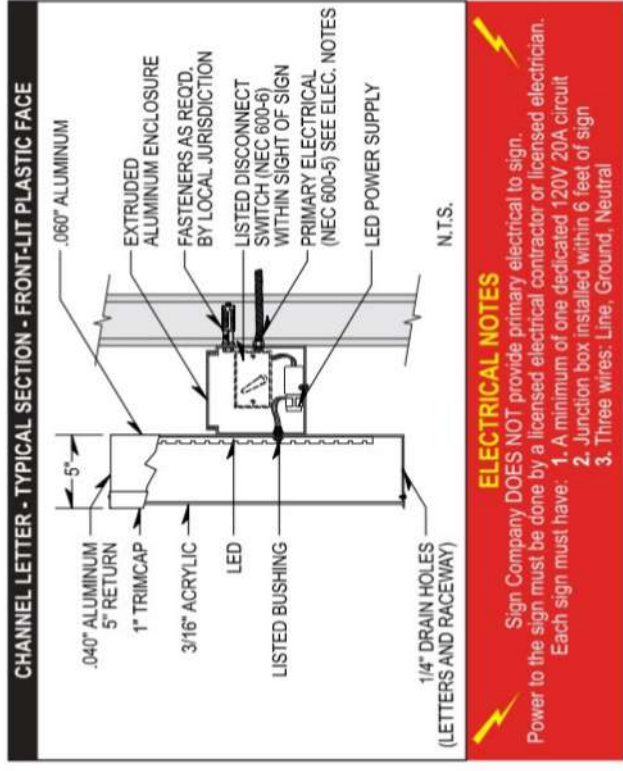


**NOTE: SITE SURVEY NEEDED**

**A** Front-Lit, Plex-Face Channel Letters, Raceway Mounted • Front View  
**INTERNALLY ILLUMINATED PLASTIC FACE CHANNEL LETTERS**

- QUANTITY:** ONE (1)  
**Overall Height:** 41.36"  
**Overall Length:** 198.0"  
**Total Sq.Ft.:** 56.87 ft<sup>2</sup>  
**Returns:** Gloss Black  
**Backs:** .060 White Aluminum  
**Trimcap:** Gloss black  
**Face:** #7328 White  
**First-surface translucent vinyl:**  
 3M Tropical Green 3630-31 20635  
 3M Sunflower 3630-25  
 3M Cafe Orange 3630-4987 20634  
**Illumination:** White LED  
**Raceway:** To match existing wall color

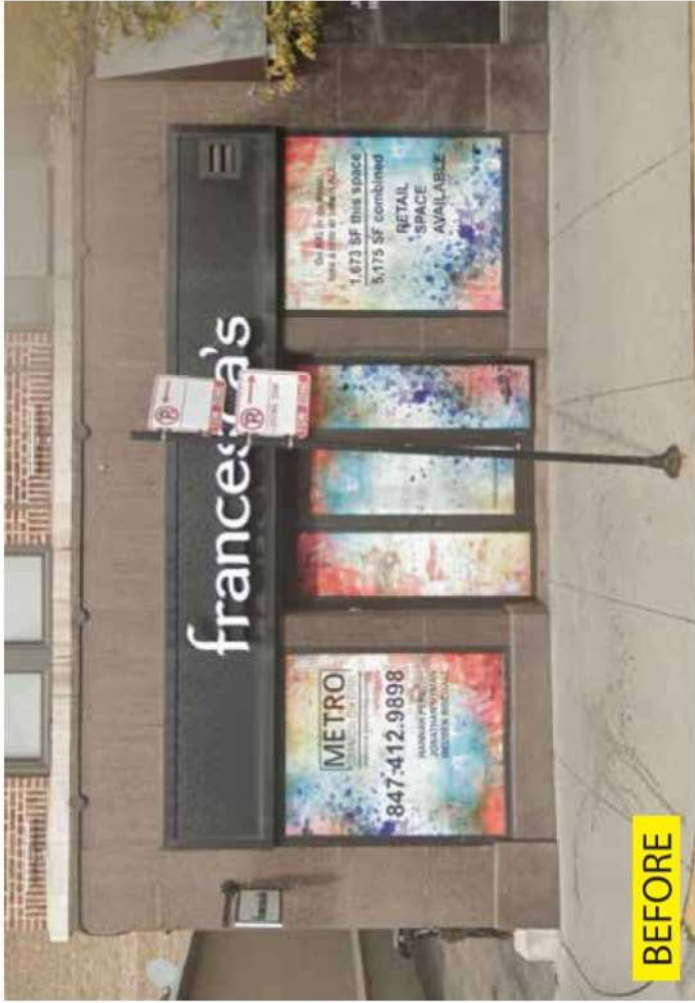
- NOTES:**
- Individually Mounted
  - WHITE interiors for increased illumination
  - All paint two-stage automotive acrylic



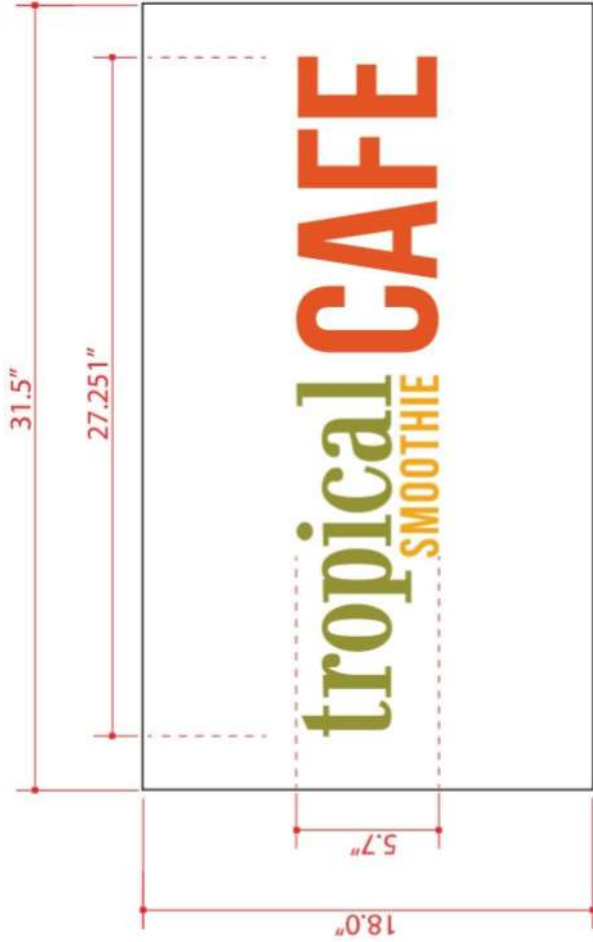
**ELECTRICAL NOTES**

Sign Company DOES NOT provide primary electrical to sign.  
 Power to the sign must be done by a licensed electrical contractor or licensed electrician.  
 Each sign must have:

1. A minimum of one dedicated 120V 20A circuit
2. Junction box installed within 6 feet of sign
3. Three wires: Line, Ground, Neutral



CLIENT & LOCATION		CLIENT APPROVAL:		LEAD NO.:		DATE STARTED:		REVIEWED BY:		SHEET NO.:	
<b>tropical SMOOTHIE CAFE</b> 654 W Diversey Ave, Chicago, IL		LANDLORD APPROVAL:		SM - PM		05.18.2023		SEG. NO.:		3 OF 5	
				Mich				LEO			



**B**

Blade sign with bullet lights

**VINYL GRAPHICS DOUBLE SIDED**

QUANTITY: ONE (1)

Overall Height: 18.0"

Overall Length: 31.5"

Total Sq.Ft.: 3.937 ft<sup>2</sup>

Face: 1" PVC Panel

First-surface translucent vinyl:

Digital print logo on graphic vinyl film



CLIENT & LOCATION

tropical  
SMOOTHIE  
CAFE

654 W Diversey Ave, Chicago, IL

CLIENT APPROVAL:

LANDLORD APPROVAL:

LEAD NO.:

SM - PM  
Mich

DATE STARTED:

05.18.2023

REVIEWED BY:

DRAWN BY:  
LEO

SHEET NO.:

4 OF 5



# tropical CAFE

## SMOOTHIE

tropical CAFE  
SMOOTHIE

PRIVATE PROPERTY  
NO TRESPASSING  
VIOLATORS WILL BE PROSECUTED

**METRO**  
COMMERCIAL REAL ESTATE  
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HANNAH PERL  
JONATHAN HYMAN  
REUBEN RISCHALL

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**1,675 SF** this space  
**5,175 SF** combined

RETAIL SPACE AVAILABLE

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HANNAH PERL  
JONATHAN HYMAN  
REUBEN RISCHALL  
MAY KAZEMIAN

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TUESDAY

# tropical CAFE

## SMOOTHIE

NO PARKING  
TOW ZONE

NO LOADING  
TOW ZONE

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HANNAH PERL  
JONATHAN HYMAN  
REUBEN RISCHALL

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Take a little or take it ALL...

**1,673 SF this space**  
**5,175 SF combined**

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SPACE  
AVAILABLE**

LEASING AVAILABLE  
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JONATHAN HYMAN  
REUBEN RISCHALL

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**CITY OF CHICAGO  
DEPARTMENT OF BUSINESS AFFAIRS AND CONSUMER PROTECTION  
SMALL BUSINESS CENTER - PUBLIC WAY USE UNIT**

*Printed On: 09/18/2023*

**TROPICAL SMOOTHIE CAFE**

**654 W DIVERSEY PKWY  
CHICAGO, IL 60614**

**Ward: 44**

**Permit Location: 654 W DIVERSEY PKWY**

**Permit Issued: 09/18/2023**

**Acct. No.:** [REDACTED]

**Permit No.:** [REDACTED]

SECTION 1. Permission and authority are hereby given and granted to TROPICAL SMOOTHIE CAFE upon the terms and subject to the conditions of this ordinance to maintain and use two (2) Sign(s) projecting over the public right-of-way attached to its premises known as 654 W DIVERSEY PKWY.

Said structure(s) measures as follows along W. Diversey Pkwy:

One (1) at sixteen point five (16.5) feet in length, three point four five (3.45) feet in height and ten (10) feet above grade level.

Said structure(s) measures as follows along W. Diversey Pkwy.:

One (1) at two point six three (2.63) feet in length, one point five (1.5) feet in height and nine (9) feet above grade level.

The location of said privilege shall be as shown on prints kept on file with the Department of Business Affairs and Consumer Protection and the Office of the City Clerk.

Said privilege shall be constructed in accordance with plans and specifications approved by the Zoning Department - Signs.

This grant of privilege in the public way shall be subject to the provisions of Section 10-28-015 and all other required provisions of the Municipal Code of Chicago.

The grantee shall pay to the City of Chicago as compensation for the privilege [REDACTED] herein granted the sum of four hundred (\$400.00) per annum in advance.

A 25% penalty will be added for payments received after due date.

The permit holder agrees to hold the City of Chicago harmless for any damage, relocation or replacement costs associated with damage, relocation or removal of private property caused by the City performing work in the public way.

Authority herein given and granted for a period of five (5) years from and after Date of Issuance.

THIS PERMIT IS ISSUED AND ACCEPTED upon the condition that said **Sign(s)** shall be constructed and maintained in accordance with and subject to all conditions, stipulations and requirements of the ordinances of the City of Chicago, and all orders and ordinances which may be passed by the City Council pertaining to same, and all orders of the Commissioner of Transportation.

The permit holder agrees to hold the City of Chicago harmless for any damage, relocation or replacement costs associated with damage, relocation or removal of private property caused by the City performing work in the public way.

THIS PERMIT IS REVOCABLE by the Commissioner of the Department of Business Affairs and Consumer Protection and/or the Commissioner of the Department of Streets and Sanitation pursuant to 7-28-785 (k) at any time.

**Department of Business Affairs and Consumer Protection, City of Chicago**

# ELECTRICAL SIGN PERMIT

Run Date: 09/18/2023



## CITY OF CHICAGO DEPARTMENT OF BUILDINGS BUREAU OF ELECTRICAL INSPECTION

### PERMIT FOR ELECTRIC SIGN

Sign District:

PERMIT NO. **101028831**

<b>DATE ISSUED</b> September 15, 2023	<b>SIGN ADDRESS</b> 654 W DIVERSEY PKWY	<b>LOCATION OF SIGN</b>
--	--	-------------------------

<b>REAL PROPERTY OWNER:</b>	<b>REAL PROPERTY LESSEE:</b>
	[REDACTED] 1120 HULL TERRACE EVANSTON, IL 60202

<b>CONTRACTOR NAME</b>	<b>#</b>	<b>CONTRACTOR PHONE NO</b>
[REDACTED]	[REDACTED]	[REDACTED]
<b>ELECTRICAL:</b>	[REDACTED]	[REDACTED]
[REDACTED]		

<b>PAYOR NAME</b>	<b>PAYOR PHONE NUMBER</b>
[REDACTED] 1120 HULL TERRACE EVANSTON, IL 60202	[REDACTED]

<b>PERMIT TYPE</b>	NEWSGN	<b>MANUFACTURER</b>	[REDACTED]
<b>SIGN TYPE</b>	PRJCT	<b>TEST LABORATORY NO.</b>	
<b>SHAPE OF SIGN</b>	REGULA	<b>TO TAL FEE</b>	<b>\$300.00</b>
<b>DYNAMIC/STATIC</b>	STATIC	<b>O/N/OFF PREMISE</b>	ON-PREMISE
		<b>ZONING DISTRICT</b>	B3

SIGN READS: TROPICAL SMOOTHIE CAFE

DESCRIPTION OF SIGN									
LENGTH	HEIGHT	WEIGHT	AREA	NO. OF LAMPS	BULB TYPE	TOTAL WATTAGE	SIGN SUPPORT	HGT. + GRADE	SUPPORT MEMBERS
2' 8"	1' 6"	75	4	[REDACTED]	[REDACTED]	[REDACTED]	BLDG	9	STEEL

SWITCH INFORMATION		TRANSFORMER	
TYPE	LOCATION LISTED	NUMBER	INPUT
[REDACTED]		[REDACTED]	[REDACTED]

NOTICE TO SIGN ERECTOR AND ELECTRICAL CONTRACTOR  
Permission is hereby granted the above contractors to do the work on the Sign as described hereon, at the location shown above. All work is to be done in accordance with the ordinances of the City of Chicago.

This permit may be revoked at any time for violation of said ordinance in connection with the work herein authorized.

#### TIME LIMIT

If after the permit has been issued, the work called for by such permit has not begun within 12 months subsequent to the date of issuance of the permit, said permit shall be null and void and no work shall be started until such time as a new permit has been issued.

**Matthew Beaudet**  
Commissioner  
Department of Buildings

# ELECTRICAL SIGN PERMIT

Run Date: 09/18/2023



## CITY OF CHICAGO DEPARTMENT OF BUILDINGS BUREAU OF ELECTRICAL INSPECTION

### PERMIT FOR ELECTRIC SIGN

Sign District:

PERMIT NO. **101028825**

<b>DATE ISSUED</b> September 15, 2023	<b>SIGN ADDRESS</b> 654 W DIVERSEY PKWY	<b>LOCATION OF SIGN</b>
--	--	-------------------------

<b>REAL PROPERTY OWNER:</b>	<b>REAL PROPERTY LESSEE:</b>
	[REDACTED] 1120 HULL TERRACE EVANSTON, IL 60202

<b>CONTRACTOR</b>	<b>CONTRACTOR NAME</b>	<b>#</b>	<b>CONTRACTOR PHONE NC</b>
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
<b>ELECTRICAL:</b>	[REDACTED]	[REDACTED]	[REDACTED]

<b>PAYOR NAME</b>	<b>PAYOR PHONE NUMBER</b>
CESAR CORONADO 1120 HULL TERRACE EVANSTON, IL 60202	(929)321-4971

<b>PERMIT TYPE</b>	NEWSGN	<b>MANUFACTURER</b>	[REDACTED]
<b>SIGN TYPE</b>	FLAT	<b>TEST LABORATORY NO.</b>	
<b>SHAPE OF SIGN</b>	REGULA	<b>TO TAL FEE</b>	\$300.00
<b>DYNAMIC/STATIC</b>	STATIC	<b>O/N/OFF PREMISE</b>	ON-PREMISE
		<b>ZONING DISTRICT</b>	B3

SIGN READS: TROPICAL SMOOTHIE CAFE

DESCRIPTION OF SIGN									
LENGTH	HEIGHT	WEIGHT	AREA	NO. OF LAMPS	BULB TYPE	TOTAL WATTAGE	SIGN SUPPORT	HGT. + GRADE	SUPPORT MEMBERS
16' 6"	3' 5"	150	56	[REDACTED]	[REDACTED]	[REDACTED]	BLDG	10	STEEL

SWITCH INFORMATION		TRANSFORMER	
TYPE	LOCATION	NUMBER	INPUT
[REDACTED]	LISTED	[REDACTED]	[REDACTED]

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