



## UNATTENDED COLLECTION BOX APPLICATION

City of Joliet-Building Services  
150 West Jefferson Street  
Joliet, Illinois 60432  
Office 815.724.4070 Fax 815.724.4080  
Website: [www.cityofjoliet.info](http://www.cityofjoliet.info)

***This application pertains to the following types of unattended collection boxes:*** A metal or resin box operated by any person, entity, association or organization who places the unattended container, receptacle or similar device used for the solicitation and collection of clothing or other salvageable personal property.

As per Article XV, Chapter 18 of the Joliet Code of Ordinance, a collection box shall not be placed by any individual or corporation unless the sponsor shall have first obtained from the City Manager or his designee a collection box permit.

**How to Apply:** Please complete the following application and provide additional required information. Submit application to address above. *(Each collection box is required to have a separate permit therefore; an application must be submitted for each collection donation box.)*

### **REQUIRED DOCUMENTS TO INCLUDE WITH APPLICATION:**

- Example of contact information to be displayed on collection box (2" type minimum and weather-resistant) visible from front of box: Name, Address, E-mail address and Telephone number of Operator/Permittee.
- Site Plan that shows the proposed location of the collection box and provides measurements that illustrate the location requirements of this Ordinance (See Page Two of the Application: "Location Requirements of the Unattended Collection Box"). *\* No permit shall be issued for a collection box that does not comply with the location requirements of this Ordinance.*
- Recent color photo that shows the proposed location of the collection box. May be submitted as a photocopy on a 8.5x11.

***Do NOT include payment with Application. Payment due upon City approval. Initial Registration fee is \$250.00 and Renewal fee is \$50.00. Upon initial approval and renewal a permit sticker will be issued. The sticker must be affixed to the front of collection box in a visible area.***

# UNATTENDED COLLECTION BOX APPLICATION

City of Joliet-Building Services  
150 West Jefferson Street  
Joliet, Illinois 60432  
Office 815.724.4070 Fax 815.724.4080  
Website: [www.cityofjoliet.info](http://www.cityofjoliet.info)

**Office Use Only:**  
Date Received: \_\_\_\_\_  
Date Issued: \_\_\_\_\_  
Permit #: \_\_\_\_\_  
License sticker #: \_\_\_\_\_

## **LOCATION OF COLLECTION BOX:**

Property Address: \_\_\_\_\_  
Parcel Tax Number/ P.I.N.: \_\_\_\_\_  
New Box \_\_\_\_\_ Renewal \_\_\_\_\_

## **GENERAL INFORMATION:**

**Box Operator/Permittee Name:** \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone Number: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

**Property Owner Name:** \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone Number: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

## **DESCRIPTION OF COLLECTION BOX**

Type of Merchandise (clothing, shoes, books, etc.): \_\_\_\_\_

Dimensions of box (maximum not to exceed 4' x 5'x 6.5' height)

Length: \_\_\_\_\_ feet      Width: \_\_\_\_\_ feet      Height: \_\_\_\_\_ feet

Material of collection box:      \_\_\_\_\_ Metal      \_\_\_\_\_ Resin

