



## **SIGN PERMIT CHECKLIST**

### **PERMIT APPLICATION & SUBMITTAL REQUIREMENTS:**

- Complete and sign permit application with all pertinent contractor information.
- If sign is illuminated - Complete the electrical application, signed by the supervising electrician, and provide a copy of their electrical license
- Sign contractor needs to obtain a Village Business license prior to issuance of permits
- Owner's approval letter
- Submit THREE (3) copies of a Plat of Survey for the property indicating:
  - Proposed sign location with dimensions
  - Sign must be 6" from Water Main - Call J.U.L.I.E. at 811 for locates
  - Signs have to be a minimum of five feet from property line
- Provide sign dimensions
- Provide sign footing detail.
- For signs over forty (40) square feet, a copy of the stress sheets and calculations prepared by or approved by a registered professional engineer licensed by the state of Illinois showing that the sign is designed for dead load and wind pressure in any direction in the amount required by Elk Grove Village's Sign Code.
- Must comply with the following Code:
  - 2020 National Electrical Code
  - Elk Grove Village Code 8-4

### **INSPECTIONS: (847)357-4220 at least 24 hours in advance, PERMIT # is required**

- Footing/Post Holes
- Electrical
- Final