

SIGNS – NEW OR FACE CHANGE

Village of Sugar Grove

PLAN REVIEW

Please allow 10 (ten) working days for processing.

APPLICATION CHECKLIST

- a completed short form permit application,
- a copy of the proposal or contract with the property owner's signature,
- for **ground** signs, a plat of survey drawn to scale with the improvement location drawn in proximity to primary use building and lot lines
- for **wall** signs, an elevation drawing of the sign dimensioned on the façade of the building drawn to scale with mounting height and wall dimensions
- for **all** signs please include:
 - a. all dimensions of sign (height, width and depth)
 - b. type of illumination
 - c. panel type
 - d. a drawing, picture and details of the installation including the type of material and colors,
 - e. raceway, return and trim cap colors identified

REQUIRED CONTRACTOR INFORMATION

Any contractor engaged in or having obligation to do work where the scope of work requires a building permit shall be registered with the Village of Sugar Grove. If the contractor is not currently registered with the Village, an application can be obtained by contacting the Building Division at 630-391-7220 or from the Village's website www.sugargroveil.gov

INSPECTIONS

Inspections may include post holes or footings (prior to pouring any concrete), underground electrical, and final. Please call 630-391-7220 to schedule an inspection. **PLEASE SCHEDULE THE INSPECTION BY 3:30PM THE DAY BEFORE YOU WANT IT.**

PERMIT FEE

- The permit fee for signs is to be paid when you pick up the permit after review and approval and are as follows:

• Face change out only	\$ 45.00
• Temporary sign, per time increment	\$ 45.00
• Permanent sign	\$160.00
• Electric per sign	\$120.00

TEMPORARY SIGN INFORMATION

- Temporary signs are allowed for a maximum of 60 days per calendar year per property or tenant but no single display shall exceed thirty (30) days. The maximum display period can be split into increments. Up to four (4) temporary signs are allowed per permit for the same event.
- The total area of all temporary signs at one time shall not exceed one hundred (100) square feet and no one sign shall exceed 32 square feet.
- Temporary signs shall not be internally illuminated.
- Permitted signs include banners, posters, flags and A-frame (sidewalk or sandwich board) signs constructed of a durable material.
- Balloons, streamers, spinners, pennants, cold air inflatable devices are NOT permitted.

For Office Use Only
 Permit # _____
 Building Dept Approval:

 Fees: _____



601 HEARTLAND DRIVE
Sugar Grove, IL 60554
Phone 630-391-7220
Fax 630-391-7245
www.sugargroveil.gov
permits@sugargroveil.gov

BUILDING PERMIT APPLICATION
(FOR MINOR PERMITS; NOT NEW CONSTRUCTION)

Application Date: _____	Permit Type					
Value of Work: _____	Basement <input type="checkbox"/>	Deck <input type="checkbox"/>	Garage/ Shed <input type="checkbox"/>	Patio <input type="checkbox"/>	Screen Porch <input type="checkbox"/>	Window/ Door <input type="checkbox"/>
Square Footage: _____	Commercial Remodel <input type="checkbox"/>	Driveway <input type="checkbox"/>	Gazebo/ Pergola <input type="checkbox"/>	Pool <input type="checkbox"/>	Sign <input type="checkbox"/>	
	Decorative Brick <input type="checkbox"/>	Fence <input type="checkbox"/>	Irrigation <input type="checkbox"/>	Roof <input type="checkbox"/>	3 Season Room <input type="checkbox"/>	Other <input type="checkbox"/>
Start Date _____	End Date _____					
Description of Work: _____ _____						
Property Information						
Address		Lot	Subdivision		Parcel Number	
Property Owner Name		Email Address			Phone	
Property Owner Street Address		City		State	Zip	
Contractor Information						
Name(s) of Contractor (s)	Phone#	Email		City	Zip	

I certify that I am the owner of record of the above name property, or that the proposed work is authorized by the owner of record, and that I have been authorized by the owner to make this application. I agree to conform to all applicable laws of the Village of Sugar Grove.

Signature of Property Owner (or Attach Signed Contract) Address (if different) Phone No.

Signature & Printed Name of Responsible person in Charge of Work & Email Phone No.