

# **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 630-391-7221 or from the Village's website [www.sugargroveil.gov](http://www.sugargroveil.gov)

### **INSPECTIONS**

Inspections may include post holes or footings (prior to pouring any concrete), underground electrical, and final. Please call 630-391-7221 to schedule an inspection. **PLEASE SCHEDULE THE INSPECTION 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	\$ 40.00
• Temporary sign, per time increment	\$ 40.00
• Permanent sign 32 square feet or less	\$ 65.00
• Permanent sign more than 32 square feet	\$100.00
• Electric per sign	\$ 40.00

### **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.
- Temporary signs shall not be illuminated and shall not exceed 32 square feet.
- Not permitted devices include balloons, spinners, streamers, pennants, and cold air inflatables.

**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: _____	<b>Permit Type</b>					
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"/>
<b>Start Date</b> _____	<b>End Date</b> _____					
Description of Work:						
<b>Property Information</b>						
Address		Lot	Subdivision		Parcel Number	
Property Owner Name		Email Address			Phone	
Property Owner Street Address		City		State	Zip	
<b>Contractor Information</b>						
Name(s) of Contractor (s)	Phone#	Email	City	State	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.

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Signature of Property Owner (or Attach Authorization Form)      Address (if different)      Phone No.

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