



VILLAGE OF ARLINGTON HEIGHTS
33 S. Arlington Heights Rd. Arlington Heights, IL 60005
Phone (847) 368-5560
Fax (847) 368-5975
Website: www.vah.com

SIGN PERMIT APPLICATION CHECKLIST

Application Requirements:

In order for an application for a sign permit to be reviewed, it must include all required information. An application without complete information, including all required plans, may not be processed until the submittal is complete. The following checklist indicates the quantities and types of plans and materials required to determine compliance with Chapter 30 (Sign Regulations) of the Arlington Heights Municipal Code.

1. Each application for a sign permit must be submitted to **Building & Life Safety**, accompanied by one completed **Plan Review Application** and **one (1) complete set** of the following items:
 - a. **One Sign Permit Application packet per sign.**
 - b. Fully dimensioned and scaled plans and specifications of the proposed signage, including methods of construction and attachment to the building, other structure or ground. All plans of the proposed signage must be drawn to architectural scale.
 - c. If wall signage is proposed, fully dimensioned and scaled elevations of the storefront where the sign is to be located. All elevations must be drawn to architectural scale.
 - d. If ground and/or directional signage is proposed, the application must also include a code-compliant landscape plan (see Sections 30-301e and 30-302b of the Sign Regulations for regulations). The landscape plan must be drawn to scale and include a list of the size and species of the proposed plant material.
 - e. Color renderings with proposed signage super-imposed onto the building façade(s).
 - f. Fully dimensioned and scaled site plan, indicating storefront and sign location and the number and square footage of existing sign(s) and proposed sign(s). All site plans must indicate the property line and required setbacks, and must be drawn to engineer's scale.
 - g. Photographs of existing conditions, with any existing signs noted.
2. If required by the Director of the Building & Life Safety Department, a copy of stress sheets and calculations must be submitted showing that the structure is designed for dead load and wind pressure in any direction in the amount required by this and all other applicable provisions of this Code. If sign can fall or topple onto a public-way, a structural engineer seal is required on all plans.
3. Submit a separate electrical permit application to the Building & Life Safety Department for each illuminate sign or any electrical work required. A separate electrical permit application and electrical license is required for each sign. If an electrical permit is required, please note the following:
 - a. The UL number or number of other recognized listing agencies per 2017 NEC Section 600 is required prior to installation.
 - b. Every sign shall have located in a conspicuous place thereon, in legible letters, the date of installation, and the voltage of any electrical apparatus used in connection therewith.
 - c. In no case shall the lighting intensity of any illuminated sign exceed 250 foot candles when measured flush and in contact with the face of illuminated surface of sign and measured with Weston foot candle meter model 614 or similar apparatus capable of making comparable measurements. Before a sign is illuminated for regular use, the sign shall be certified by the sign installer to comply with all provisions of this Chapter. Such written certification shall be filed within seven days after the sign is installed, to the Director of Building & Life Safety.



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Other Requirements:

- All contractors must be licensed prior to permit release.
- All signs located in the Central Business District must submit a [Design Commission Application for Signage](#) prior to a Sign Permit Application.
- All ground signs must be inspected prior to pouring/placing concrete for the base of the sign.
- Final inspections are required for all signs. A 24-hour (or one business day) notice is required for all inspections.
- All revised or re-submitted drawings must also include an updated Sign Permit Application (Page 3) and an updated Sign Permit Application Worksheet (Page 4).

How to Submit:

- The completed application packet, with all required attachments, are to be emailed to Building@vah.com.
- You will receive a reply if your email is received, however, our system limits the responses to one response notification per day.
- The complete packet must be provided or the submittal will be rejected. If it is rejected you will be told what is missing. Everything must be re-submitted, including those materials originally sent as we do not retain incomplete submittals.



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SIGN PERMIT APPLICATION

Job Address: _____ **Sign Permit #:** _____

Application Date: _____ **Sign Permit Fee:** _____ **Electrical Fee:** _____ **Total Fee:** _____

If electrical work is proposed, an electrical permit application must be submitted to the Building & Life Safety Department.

PROJECT INFORMATION:

Business Name: _____ **Type of Business:** _____

Zoning District: _____ **Lot Size:** _____

*B-5 Zoning or located in the Downtown must submit Design Commission Application for Downtown Signage prior to permits.

PROPERTY OWNER: Check if Applicant:

Name: _____

Address: _____ **Email:** _____

City: _____ **State:** _____ **Zip:** _____

Phone: _____ **Fax:** _____

BUSINESS OWNER: Check if Applicant:

Name: _____

Address: _____ **Email:** _____

City: _____ **State:** _____ **Zip:** _____

Phone: _____ **Fax:** _____

SIGN CONTRACTOR / INSTALLER: Check if Applicant:

Name: _____

Address: _____ **Email:** _____

City: _____ **State:** _____ **Zip:** _____

Phone: _____ **Fax:** _____

I agree to perform the work described herein in accordance with the plans and/or specifications submitted to and approved by the Village including all provisions of the Sign Code, Building Code, National Electric Code, and other applicable regulations of the Village of Arlington Heights. I will also be responsible for determining location of property lines at the location where this sign will be erected.

In consideration for approval of a sign permit that involves a sign encroaching above right of way belonging to the Village of Arlington Heights, ("Village"), and in consideration for permission to encroach on this right of the way, the signed parties below agree to indemnify and hold harmless the Village, and its officers, agents and employees from any and all liability, losses or damages including attorneys' fees and costs of defense, the Village may suffer as a result of claims, demands, suites, actions or proceedings of any kind or nature, in any way resulting from or arising out of the existence of the sign located at the above address.

Signature of Contractor/Installer _____ Name of Contractor/Installer _____ Date _____

Signature of Property Owner _____ Name of Property Owner _____ Date _____

Signature of Business Owner _____ Name of Business Owner _____ Date _____



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Mark submission type:

Initial Submittal _____

Revision _____

SIGN PERMIT APPLICATION WORKSHEET

PROPOSED SIGN INFORMATION:

Type of Sign: Ground Wall Canopy/Awning Directional Temporary
 Non – Illuminated Sign Illuminated Sign Other Signs

If Illuminated, sign must be in accordance with 2017 NEC Section 600.3 Listing and an outside disconnect switch must be provided.

WALL SIGN: (Refer to Article IV, Chapter 30)

Sign Width: _____ Sign Height: _____ Sign Area: _____

Signable Area Width: _____ Signable Area Height: _____ Signable Area: _____

GROUND AND/OR DIRECTIONAL SIGN: (Refer to Article III, Chapter 30)

Sign Width: _____ Sign Height: _____ Sign Area: _____

Setback from property line _____ Posted Speed Limit _____ Width of right-of-way _____

Overall Height from existing grade to top of sign _____

Submitted Landscape Plan around base of ground sign? YES NO

TEMPORARY SIGN: (Refer to Article VI, Chapter 30)

Size Proposed: _____ Number: _____ Location: _____

Date of Event: _____ Date to Remove Sign: _____

CANOPIES / AWNINGS: (Refer to Article VIII, Chapter 30)

Awning Height: _____ Awning Width: _____

Lettering/Logo Height: _____ Lettering/Logo Width: _____

OTHER SIGNS:

Type of Sign: _____ Sign Width: _____ Sign Height: _____ Sign Area: _____

EXISTING SIGN INFORMATION:

Has a sign variation previously been sought for this property? YES NO

If yes, was the variation approved by the Village Board? YES NO Date of Hearing: _____

Wall Signs Number: _____ Square Footage: _____ To be removed? Yes No

Ground Signs Number: _____ Square Footage: _____ To be removed? Yes No

Please review the Sign Tool Kit and Chapter 30, Sign Code available at www.vah.com.