



Sign Permit Application Checklist

Village of Arlington Heights

33 S. Arlington Heights Road

Arlington Heights, IL 60005

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 **two (2) collated sets** of the following items:
 - a. One application per sign only.
 - 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 Building & Life Safety Department for any electrical work required. If an electrical permit is required, please note the following:
 - a. The UL number or number of other recognized listing agencies per 2005NEC 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 & Health Services.

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 update application Page 3.

Sign Permit Application

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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.

Value of Work: _____

Applicant, *please circle one*: Property Owner Contractor Business Owner

PROJECT INFORMATION:

Business Name: _____ Type of Business: _____

Project Address: _____

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: Name: _____

Address: _____ Email: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____

SIGN CONTRACTOR / INSTALLER: 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

Signature of Director of the Building & Life Safety Department or Designee Date



Sign Permit Application Worksheet

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PROPOSED SIGN INFORMATION:

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

If Illuminated, sign must be in accordance with 1996 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 VII, Chapter 30)

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

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.

