

PERMANENT **SIGN** **REQUIREMENTS**



*This handout is for informational purposes only.
The provisions of the City's adopted codes prevail.*

DOCUMENT SUBMITTAL CHECK LIST

A permit is required and must be obtained prior to the installation of a permanent sign. Please ensure the following items are provided to the Community Development Department:

- [Application for Permanent Sign Permit](#).
- One copy of a plat of survey (to scale), or a site plan providing a sign diagram indicating the location, dimensions, and wording on the sign.

Failure to provide any of the above documents may result in processing delays.

GENERAL INFORMATION AND FEES

- It is the property owner's/contractor's responsibility to contact J.U.L.I.E. (811) to locate underground utilities on the lot prior to excavation.
- The application review period averages from 5 to 7 business days. The applicant will be contacted when the permit is issued and ready for payment. A list of required inspections will be provided to you when you pay for and pick up the permit.
- Inspections must be scheduled at least one day prior to the desired inspection date by calling the Community Development Department at (815) 895-4434.
- If work commences prior to permit issuance, the building permit fee shall be doubled.
- A permit may become invalid if work does not begin within 180 days of issuance.
- Fees:

Permanent Sign (new/replacement): \$50.00/sign

The city waives the first \$2,000 for all Not for Profits. A 501C3 letter must be attached to the application to qualify for this waiver.

- The fees listed in this document are for general guidance and not necessarily comprehensive. Required utility upgrades, changes made to the approved permit, or items not mentioned will be assessed accordingly.
- Alterations to the approved plans must be resubmitted to the Community Development Department in writing for review and approval prior to construction.

- Please contact the Community Development Department during regular business hours regarding specific questions.

CODE REQUIREMENTS

- Additional code requirements under the Unified Development Ordinance 6.8 may apply to your project.
- No sign is allowed in the public right of way.
- All signs must be a minimum of 5' from a property line.
- Signs are not allowed within any sight triangle, blocking the view of motorists.
- The installer is responsible for all manufacturer's specifications.

APPLICABLE BUILDING CODES

- City of Sycamore Municipal Code
- Unified Development Ordinance 6.8