



Community Development Department  
 1200 L.W. Besinger Drive - Room 206  
 Carpentersville, IL 60110

Hours: Mon-Fri 8:30 a.m. – 4:30 p.m.

Phone: (847) 551-3478

<https://www.cville.org>

Send Online Permit Submittal To: [permits@cville.org](mailto:permits@cville.org)

For more information on permit submittals

visit <https://www.cville.org/permitguide>

## SIGN PERMIT APPLICATION

*(Please submit a separate application for each sign.)*

<b>Address of Sign Location:</b>		<b>Date:</b>
<b>Applicant Name:</b>		<b>Applicant Phone #:</b>
Applicant Email Address:		
<b>Property Owner:</b>		<b>Owner Phone #:</b>
Property Owner Address:		
<b>Sign Contractor Name:</b>		<b>Contractor Phone #:</b>
Contractor Address:		
		<b>Cost of project:</b>
I hereby certify that I have read and understand this entire application form. I also understand that any missing or incomplete items or failure to clearly describe the proposed scope of work will cause the plan review to be delayed until the submittal is complete and/or the work is correctly described. Upon submittal of the remaining items, I understand that the plans are still subject to review by the Village and that corrective measures and/or additional information may be required.		
<b>Applicant Signature:</b>		<b>Date:</b>

### Required Information for Review:

<b>Type of Sign (circle one):</b> Wall    Freestanding    Temporary    Portable    Other:		
<b>Sign Area in Square Feet:</b>		<b>Size:</b> x
<b>Height from Grade:</b>		<b>Sign Illumination (circle one):</b> Yes    No
<b>Wall Signs.</b> Distance sign projects from the wall:		
<b>Freestanding Signs:</b>		
Setback from ROW line:		<b>Electronic Changeable Copy (circle one):</b> Yes    No
Distance to the Nearest Building:		Distance to the Nearest Existing Sign:

<b>Approved By:</b>	<b>Date:</b>
<b>Fee:</b>	<b>Permit #:</b>

**Submittal Checklist:**

OK	N/A	Item Description
		Written consent of the property owner to erect sign.
		Set of detailed specifications of the sign including: sign area, height, length, width, color, construction materials, and construction methods.
		Accurate plat of survey indicating the exact location of the proposed sign; the property lines; the distance of the proposed sign to the property lines; the location and dimensions of all buildings existing on the site; all easements; and street lines, driveways, parking lots, sidewalks, and walkways. (except wall signs)
		Landscape plan. (freestanding signs only)
		Building elevations with dimensions of wall frontage and height of sign from grade to top of graphics. (wall signs only)
		Application for electrical work ( <i>if needed, include copy of electrical license and detailed electrical specification</i> ).

**Minimum Requirements:**

1. No sign shall be erected upon any property without the written consent of the owner.
2. Individual signs. The sign area of a sign shall be the smallest rectangle which encloses the extreme limits of the display.
3. Wall signs may be attached flat or pinned away from the wall and shall not project more than 12 inches.
4. Freestanding signs shall be located at least ten feet from any right-of-way line and five feet from any property line.
5. Freestanding signs shall have an integral decorative base constructed of wood, metal, masonry, or ornamental stone to visually compliment the materials on the building. The decorative base shall be equal to at least 75% of the width of the sign face, and shall be equal to 100% of the distance between finished grade and the bottom of the sign.
6. Freestanding signs shall be located within a landscaped area no less than 50 square feet in area.
7. Sight triangle. No sign shall obstruct visibility at the intersection of two or more roadways or driveways.
8. Signs may not be: animated, flashing, moving, projecting, mounted on vehicles, mounted on roofs, audible, or obstruct ingress/egress/right-of-ways.
9. Permit fees, payable at time of permit issuance:
  - a. Signs utilizing no electricity: \$50
  - b. Signs utilizing electricity: \$100
  - c. Portable Signs: Contact the Community Development Department.
- 10. Please note that there is a \$50 fee for re-inspections.**

**Typical Required Inspections:**

1. Foundation Pre-Pour inspection. (Freestanding signs)
2. Rough Electrical inspection. (Signs utilizing electricity)
3. Final Electrical inspection. (Signs utilizing electricity)
4. Sign Final inspection when all work is completed. (All signs)

**Schedule Inspections With:**

Community Development Department: (847) 551-3478

*This list comprises some of the most common code violations when installing a sign. It does not address every possible violation, nor is it intended as an instruction manual.*