



SIGN PERMIT CHECKLIST

PERMIT APPLICATION & SUBMITTAL REQUIREMENTS:

- Complete a building permit application online by visiting our [Online Permitting Portal](#)
- Electrical contractors shall provide a letter of intent and a copy of their electrical license (if illuminated).
- Sign contractors need to obtain a Village Business license prior to issuance of permits.
- Owner's approval letter.
- Submit a Plat of Survey for the property indicating:
 - Proposed sign location with dimensions.
 - Sign must be six feet (6') from Water Main - Call J.U.L.I.E. at 811 for locates.
 - Signs shall be a minimum of five feet (5') from the property line.
- Provide sign dimensions.
- Wall sign connection detail.
- Provide location of electrical disconnect switch that complies with the 2023 NEC Article 600.6.
- Provide sign footing detail (footings shall be a minimum of 42'' in depth).
- For signs over forty (40) square feet, a copy of the stress sheets and calculations prepared by or approved by a registered structural engineer licensed by the state of Illinois showing that the sign is designed for dead load and wind pressure in any direction in the amount required by Elk Grove Village's Sign Code.
- Must comply with the following Code:
 - 2023 National Electrical Code
 - Elk Grove Village Code Title 8 Chapter 4

INSPECTIONS:

Inspections are scheduled by calling (847) 357-4220 between the hours of 8:00 a.m. and 5:00 p.m. Monday through Friday. Please have the **permit number** and **site address** ready. In addition, please allow a minimum of 24 hours when scheduling an inspection.

- Footing/Post Holes
- Electrical
- Final