



Permit Application Requirements

Complete permit application, online or in-person.

Submit a signed agreement or estimate between applicant and contractor detailing the scope of work and list of all materials that will be used for the installation.

Provide a plat of survey drawn to scale, indicating:

- the dimensions of the property
- the distance from the front property line to the building
- the dimensions of the building, including width, depth, and height
- the dimensions of the tenant space, (if applicable)
- the location of all existing signs on the property
- the location of the proposed sign including the dimensions from the front property line and nearest side property line

Blueprint or scale drawing, and Rendering of the proposed sign indicating:

- the distance from grade level to the top and bottom of the sign
- width and height of the sign
- width and height of sign copy
- the type of materials and colors to be used
- electrical disconnect per the requirements of the current National Electric Code
- sign manufacturer (sign must be listed with Underwriters Laboratory or other approved testing agency per Section 6-12 (d)(1) of the Village Sign Code page 9 (CD 6:24); it is **not** sufficient to construct the sign with UL approved components; the sign **as a whole** must be listed)
- the method of attachment to the building (show details)
- plans for wall signs must include an elevation of the business frontage indicating sign location and the dimensions of the store front
- All contractors must be registered in the Village of Hanover Park prior to the issuance of a permit.

Plans for free-standing signs and marquees must include a foundation detail and calculations, and must be sealed by an Architect or Structural Engineer registered in the State of Illinois

Applicant must submit a written proof that the property owner concurs with the proposed placement, design, and style of the sign.

Construction Requirements

Signs in the Village of Hanover Park are regulated by Chapter 6 of the Municipal Code. Copies of this chapter are available online or from the Village Clerk's Office. Applicants are strongly encouraged to review the sign code prior to applying for a sign permit. In addition, signs are also subject to the provisions in the current National Electric Code.

Locations within some business parks and shopping centers in the Village may be subject to alternate sign regulations or regulations in addition to those specified in the Village Sign Code. For additional information, please contact the Zoning Department at 630-823-5780.

Call J.U.L.I.E. (Joint Utility Locating Information for Excavators) at 800-892-0123 for a dig number prior to obtaining a building permit for prior to any excavation. The dig number must be on the permit prior to issuance.

Inspections

Footing, pre-pour and Final Inspections shall be required as applicable, to verify listing with approved testing laboratory and electrical disconnect, foundation or trench depth, and final installation.

A minimum of 24-hour notice is required for all inspections. To schedule an inspection, or if you have any questions, please contact Inspectional Services Division at 630-823-5860.

