



I certify that I have received a copy of these regulations and will comply with the regulations contained herein.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date

INSPECTIONAL  
SERVICES DIVISION  
630-823-5860

# Permanent Signs

## A Building Permit is Required for Permanent Signs

Signs in the Village of Hanover Park are regulated by Chapter 3 of the Municipal Code. Copies of this chapter are available on line or for purchase from the Village Clerk's Office. Applicants are strongly encouraged to review the sign code prior to submitting an application for a sign permit. In addition, signs are also subject to the provisions in the current National Electric Code.

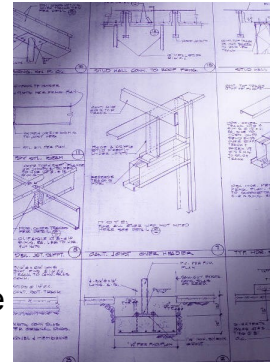
Along with the completed **APPLICATION FOR A SIGN PERMIT** applicants must submit the following information.

**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** 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 free-standing signs and marquees must include a foundation detail and calculations, and must be sealed by an



## Permanent Signs (continued)

Architect or Structural Engineer registered in the State of Illinois; and

- plans for wall signs must include an elevation of the business frontage indicating sign location and the dimensions of the store front.

All sign contractors must be registered in the Village of Hanover Park prior to the issuance of a development permit. If you have any questions please call 630-823-5790.

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 a free-standing sign. The dig number **must** be on the permit prior to issuance.



Sign contractors or tenants may submit applications for signs; however, the contractor or tenant must submit written proof that the property **owner** concurs with the proposed placement, design and style of the sign.

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.

Two to three **INSPECTIONS** are required for signs:

- prior to installation, the sign must be inspected to verify listing with approved testing laboratory;

- prior to pouring concrete, the foundation must be inspected; and

- final inspection when installation is completed.



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



2121 Lake Street, Hanover Park, IL 60133

Phone: 630-823-5860, Fax: 630-823-5782, Web: [www.hpil.org](http://www.hpil.org)