



DEKALB COUNTY
PLANNING / ZONING / BUILDING DEPARTMENT
110 E. Sycamore St., 4th Floor
Sycamore, IL 60178-1497
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www.dekalbcounty.org

Permanent Sign Permit Application

~ Permit Applicant to Detach and Save This Page ~

Permanent Sign Permit Submittal Checklist: Please check off the following as they are completed

- Permit application filled out completely
- Site plan and/or Plat of Survey submitted (if the sign is attached to a structure, then a wall plan showing the dimensions of the wall, clearances, orientation to the roof line, and percentage of total area of the wall face to be occupied by the sign is to be submitted.)
- Two (2) detailed set of plans submitted, showing: design specifications, materials used, colors, copy, dimensions, and method of illumination (if any)
- A copy of the approved Site Verification Form issued by the DeKalb County Health Department (815-758-6673) submitted.
- \$50 application fee (cash or check, due at time of application)

What Happens Next?

Your application and all submittals may be dropped off at the DeKalb County Planning, Zoning, and Building Department. A Zoning Review of the application, followed by a Site Inspection, will then be conducted. You are required to indicate the location of the proposed structure on the property; stakes, flags, spray paint, or any other marking is sufficient (if a Site Development Permit Application is required in conjunction with the application, the site inspection will not occur until after that application has been processed). Applications for illuminated or electrified signage will then be reviewed by the County Building Inspector. Commercial and Industrial projects may be sent to a third-party plan review service (additional review fees will be incurred). Depending on the complexity of your project, turnaround time will typically take between one (1) to three (3) weeks. Thoroughness and attention to detail in your application and submittals will help expedite the process.

When your permit is ready, you will be contacted by DeKalb County Planning, Zoning, and Building Department. You will receive a permit card and a plan review relating to your specific project, and any additional fees will be collected at this time. **You may not begin work until the permit is issued; doing so may incur fines.** Your permit card must be displayed on the property. You should carefully read the plan review for important information regarding your project. Then, it is your responsibility to call for all required inspections as outlined in your permit package.

SITE PLAN

THE FOLLOWING INFORMATION MUST BE INCLUDED ON THE SITE PLAN BELOW (OR ON AN OFFICAL PLAT OF SURVEY):

- 1. Lot size and dimensions**
- 2. Name and location of all roads abutting property.**
- 3. Structures on the property (existing and proposed).**
- 4. Front, side, and rear yard setbacks (Distance between the lot lines and proposed signage).**
- 5. Drive aisles and parking areas (existing and proposed).**
- 6. Please indicate north by an arrow.**

STAKE OUT DATE _____