



COMMUNITY DEVELOPMENT DEPARTMENT

110 E. Sycamore St., 4th Floor

Sycamore, IL 60178-1497

(815) 895-7188

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 Community Development 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 Community Development 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.



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OFFICE USE ONLY

Permit No. _____
 Fee _____
 Receipt No. _____
 Zoning District _____
 Site Development Permit (Y / N) _____
 Date of Application _____
 Received by _____

Permanent Sign Permit Application

Applicant _____

Applicant's Address _____

Applicant's Telephone Number _____

Applicant's Email Address _____

Applicant's Interest in Property: Owner _____ Contractor _____ Other _____

Owner of Record _____ Phone _____

Address of Proposed Project _____ City _____ Zip _____

Consent of Property Owner (Signature) _____

Parcel Number _____

Purpose of Signage _____

Estimated Value of Signage (Rounded to nearest \$100) _____

Will the sign be illuminated/electrified? YES NO

Electrical Contractor _____

Phone # _____ Copy of Registration Certificate Attached _____

<p>Type of Improvement (Please Check):</p> <p>____ New Sign</p> <p>____ Addition / Alteration</p> <p>____ Copy Change</p> <p>____ Repair / Replacement</p> <p>____ Other: _____</p>	<p>Type of Sign (Please Check):</p> <p>____ Ground Mounted</p> <p>____ Pole</p> <p>____ Attached</p> <p>____ Other: _____</p> <p>Style of Sign (Please Check):</p> <p>____ Single-faced</p> <p>____ Double-faced (or V-shaped)</p>	<p>Details of Signage:</p> <p>Length _____</p> <p>Width _____</p> <p>Height _____ (From grade to top of structure)</p> <p>Gross Surface Area _____ (Per face)</p>
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In Consideration of this application and attached forms being made part thereof, and the issuance of permit, I/we will conform to the regulations set forth in the DeKalb County Zoning Ordinance. I/we will also agree that all work performed under said permit will be in accordance with the plans and plot diagram which accompany this application, except for changes as may be authorized by the DeKalb County Community Development Department.

 Signature of Owner or Applicant

____ / ____ / ____
 Date

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 _____