

APPLICATION A7: SIGN PERMIT APPLICATION

PLANNING DIVISION

Revised 08/29/2024



SIGN APPEARANCE REVIEW AND PERMITTING PROCESS

1. A Sign Permit Application and associated plans/documents (identified below) must be submitted to the Village's Planning Division electronically by using the Village's File Upload Page, available at: <http://vow.wheelingil.gov/CD-Uploads/Upload.asp>. **A separate permit application is required for each sign.**

Required materials:

- a. Completed and signed permit application (one permit application is required per sign). All parties must be identified clearly on application form. The sign installer and electrician (if needed) must have a current license on file with the Community Development Department. To confirm a current license is on file, please call (847) 459-2620.
 - b. Please refer to the next page, SIGN DESIGN AND SPECIFICATION INFORMATION SHEET, for additional information on sign design and specification requirements.
2. Sign appearance review and approval by the Plan Commission is required prior to the issuance of a sign permit; except for wall signs, awning and canopy signs, temporary signs, and exempt signs. Most signs are eligible for Consent Agenda review (the Commission approves multiple items in a single vote without discussion). Attendance is not required for Consent Agenda review. If a sign is placed on the regular agenda, Staff will inform the applicant that attendance is required.
 3. Following approval by the Plan Commission, if necessary, the Sign Permit application will be processed.
 - a. Final drawings must be submitted, if design modifications are required during Plan Commission appearance review.
 - b. Payment of sign permit fees. Permit fees are calculated based on the total sign area. Signs requiring any electrical work other than directly connecting to a power source will be assessed an electrical fee.
 4. Schedule inspection. An inspection must be scheduled prior to the sign installation to allow the Village Inspector to be present during the sign installation. Signs installed without inspection may need to be removed in order for wiring and mounting technique to be inspected. For ground signs requiring new foundations, please contact J.U.L.I.E. by dialing 311 or visiting illinois1call.com to locate all underground utilities prior to digging.
 5. Winter installations (November-March). Any landscaping or facade work not able to be completed at the time of original installation due to unfavorable weather must be completed by June 1st. Failure to complete the required work will result in a fine of \$1,000 per week or portion thereof. These fines will be assessed first to the applicant listed on the permit form and then to the owner of the property.

**To view the Village of Wheeling
Sign Code**

Please use this link: [Title 21](#)

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SIGN DESIGN AND SPECIFICATION INFORMATION SHEET

The following supplemental information shall be provided with the Sign Permit application submission. Failure to provide any of the following information will cause delays in the review process.

For all signs: The sign drawings must include the following for each sign:

- Sign plans must be in full color (black and white copies will not be accepted) and include construction materials of the sign.
- Illumination method clearly identified on the sign plan and specifications, including electrical wiring and components. For external illumination, details/specifications on the lighting fixture(s) must be provided.
- Dimensions of the sign(s), including sign area.
- The initial drawing date, and any subsequent revision dates, must be clearly shown on the plan.

Wall Signs:

- Cabinet style wall signs (can/box signs) are prohibited.
- A photo of the exterior building elevation with a rendering of the proposed sign installation location. The building wall(s) where the proposed sign(s) is to be mounted shall include the length and height dimensions of the wall.
- Village inspection of the subject wall/façade to confirm that wall/façade has been patched and painted to repair holes and stains from previous sign installations will be conducted to determine if any further repairs/restoration is required to complete the sign installation. For signs installed in late fall or winter, the facade repairs shall be completed prior to the first day of June following sign installation.

Ground Signs:

- Monument style ground signs are preferred. Use of materials such as masonry, stone and other durable materials are encouraged.
- Scaled site plan or plat of survey indicating the sign location, property lines, and setback distance between the sign and the property line.
- Landscaping plan which includes a table with plant species name, quantity and size meeting the landscaping requirements for freestanding signs in the Village's Sign Code.
- Structural foundation plan.

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APPLICATION MUST BE TYPED – HANDWRITTEN APPLICATIONS WILL NOT BE ACCEPTED

Separate application required for each sign

For Internal Use

Business Name: _____

Address: _____

WALL SIGN

Total Sign Area: _____ sq. ft.

Sign Location: _____
(i.e., north façade wall)

Illuminated: Yes No

Lineal footage of building facade: _____ ft.

Replacing a sign in the same location: Yes No

Describe method of installation: _____

I understand that failure to complete required facade repairs will result in \$1,000 per week fine:

(Print Name of Party responsible for facade repairs)

(Signature)

GROUND SIGN

Total Sign Area: _____ sq. ft.

Sign Location: _____
(i.e., east property line, etc.)

Illuminated: Yes No

Setback (from sign to property line): _____ ft.

Landscaping Plan prepared by: _____

Size of Landscaped Area: _____ sq. ft.

I understand that failure to complete required landscaping or other sign features will result in \$1,000 per week fine:

(Print Name of Party responsible for landscaping)

(Signature)

APPLICANT INFORMATION: All correspondence will be sent only to the Applicant identified below.

Name: _____

Company: _____

Address: _____

City: _____ State: _____ ZIP: _____

Email: _____ Phone: _____

I, as the Applicant, hereby acknowledge that I have completely read and understand the requirements of this application and confirm that this application has been completed truthfully to the best of my ability.

Signature

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CONTACT INFORMATION

Business Owner Name: _____ **Company Name:** _____

Address: _____ **City:** _____ **State:** _____ **ZIP:** _____

Email: _____ **Phone:** _____

Sign Installer: _____ **Company Name:** _____

Address: _____ **City:** _____ **State:** _____ **ZIP:** _____

Email: _____ **Phone:** _____

Electrician: _____ **Company Name:** _____

Must supply license & \$10,000 bond

Address: _____ **City:** _____ **State:** _____ **ZIP:** _____

Email: _____ **Phone:** _____

Other: _____ **Company Name:** _____

Address: _____ **City:** _____ **State:** _____ **ZIP:** _____

Email: _____ **Phone:** _____

PROPERTY OWNER INFORMATION

Property Owner: _____ **Phone:** _____

Address: _____ **City:** _____ **State:** _____ **ZIP:** _____

Email: _____

The undersigned, being duly sworn on oath, does state that he/she is the owner of the property as set forth herein and that the Petitioner, identified as _____, has been authorized to submit this application upon the property located at: _____ and that the proposed work and all related inspections are hereby authorized. A copy of the sign design has been reviewed by the undersigned Property Owner.

Property Owner

SUBSCRIBED and SWORN

to before me this _____ day

of _____ of _____.

Notary Public

Signature of owner

Note: For properties held in a trust, a letter of authorization is required from the trust officer.