



## SIGN PERMIT APPLICATION IMPORTANT INFORMATION

### **Supporting Documentation Required:**

For All Signs Except Monument Signs:

- a. Detailed rendering of the sign
- b. Rendering of building elevation where sign will be placed
- c. Site plan that shows roadways, buildings, parking lots, the location of the business and where the sign(s) will be placed

For Monument Signs:

- a. Detailed rendering of the sign
- b. Plat of survey showing the exact location of the proposed sign including the measurements (in feet and inches) for setbacks from all of the property lines
- c. A landscape plan for the area around the base of the monument sign - *A landscaped area located around the base of the monument sign equal to one (1) square foot for each one (1) square foot of monument sign area is required for all monument signs. The landscaped area shall contain well maintained material including living landscape materials, architectural stones, water features or other beautification measures placed throughout the required landscape area. It is the responsibility of the property owner to ensure that landscaping is installed within 6 months from the installation of the monument sign*
- d. A letter from the property owner stating that he / she is aware of the landscape requirement including the deadline for installation
- e. If the monument sign contains an electronic message board (EMB) – a letter from the property / business owner stating that the owner understands that all messages must be static and not change more often than once every ten (10) seconds

For Awning Signs:

- a. Provide manufacturer's specifications, including flame spread rating, for the proposed awning fabric.
- b. Provide verification of non-combustible or similar framing for the awning fabric support structure.

### **Important Information to Applicants, Owners and Sign Companies:**

- **A separate sign permit application must be submitted for each sign.**
- An application will NOT be accepted without all required supporting documents (per sign).
- No sign may be erected, altered or relocated without a required permit being approved and issued by the City of Naperville. ***This means that no sign may be constructed or installed prior to the permit being approved and issued.*** Any violation of this code may result in fines of up to \$500.00.
- If for some reason, plans change and the sign will not be installed after the application has been approved, the applicant must contact the Planning Services Team at 630-420-6100 – Option 5.
- Properly completing the application and ensuring that all information contained therein and on all supporting documents is accurate will speed up the review process and approval of your permit.

### **Inspection Process:**

Illuminated Sign:

- Inspection fees must be paid before the permit will be issued (see Building Permit Fee Schedule).
- Sign must pass an electrical inspection and conform to all applicable provisions of the national electrical code
- The inspection must be scheduled through Inspection Dispatch (630-420-6100 – Option 1)
- The City's electrical inspector must be on site for the day / time the sign is installed
- The permit will not be considered complete until such inspection has been passed

Non-illuminated Sign:

- Inspection fees must be paid before the permit will be issued (see Building Permit Fee Schedule).
- Please call the Planning Services Team at 630-420-6100 – Option 5 after the sign has been installed
- The permit will not be considered complete until such inspection has been passed