

CHAPTER 4

SIGN PERMIT

SECTION:

12-4-1 SIGN PERMIT

A. Applicability

No sign, except those identified as exempt, shall be erected, constructed, altered or relocated without first obtaining a sign permit from the Department of Community and Economic Development.

B. Authority and Execution

The Department of Community and Economic Development shall be responsible for determining compliance with this Title.

C. Permit Application

An application for a sign permit shall be made upon forms provided by the Department of Community and Economic Development, signed by the applicant, and contain or have attached thereto the following information:

1. Name of person, firm, corporation or association constructing and erecting the sign.
2. Location of building, structure or lot to which or upon which sign is to be attached or erected.
3. Name, address, and telephone number of the applicant, and the name of a responsible party in the case of corporate applications.
4. Written consent of the owner of the building structure or land on which the sign is to be erected.
5. Site plan showing location of the sign upon the lot and copy of the sign.
6. Elevation of proposed sign showing size of sign and height of top of sign above grade.
7. Four (4) sets of plans and specifications showing the method of construction, location, support, attachment to the buildings or grounds, illumination and the lighting intensity. If not included therein, four (4) sketches showing the sign faces, exposed surfaces and proposed message, all accurately represented in scale as to size, proportion and color. If the sign is to be attached to a building, a drawing shall be submitted showing the sign on the facade of the building.
8. A Landscape Plan which meets the requirements of subsection 12-8-1-E of the Sign Ordinance.
9. If required by the Department of Community and Economic Development, a copy of stress sheets and calculations showing that the structure is designed for deadload and

wind pressure in any direction, in the amount required by this and all other laws and ordinances of the Village.

10. Any electrical permit required for this sign.

11. Such other information that the Department of Community and Economic Development shall require to show full compliance with this and all other ordinances of the Village.

D. Permit Issuance

1. Upon the filing of an application for a sign permit for erection, alteration or relocation of a sign, the Department of Community Development shall determine whether the application is complete. If the application is not complete, the Department of Community and Economic Development shall promptly notify the applicant of any deficiencies, and shall not process the application until the deficiencies are remedied.

2. The Department of Community and Economic Development shall examine the plans and specifications, and the premises upon which the proposed sign is to be erected to ensure compliance with the requirements of this Title and all other applicable ordinances of the Village. The Department of Community and Economic Development shall issue the sign permit if the Sign complies with the requirements of this Title and all other ordinances of the Village.

3. Applications for changes to existing sign faces and sign replacements shall be reviewed by the Department of Community and Economic Development.

E. Approval of Electrified Signs

The application for an electrical permit for the erection of an Electrical Sign shall be submitted to the Department of Community and Economic Development, who shall forward the specifications regarding all wiring and connections to the Village's Building Official. The Building Official shall examine the plans and specifications to determine compliance with the Electrical Code of the Village as a condition of granting the sign permit.

F. Permit to Alter Sign

Whenever a holder of a permit desires to enlarge or alter the Sign Area or Sign Face, he shall be required to submit an application for a new permit and pay the full fee. There shall be no refund or credit for fees previously paid, the existing permit will be canceled, and a new permit issued. However, the repairing, changing of parts, and preventive maintenance of a sign shall not be deemed to be alterations.

G. Inspection

The Village's Building Official may inspect, at such times as deemed appropriate, each sign regulated by this Title. The purpose of the inspection is to ascertain whether the structure is secure or not secure, in need of repair or removal, or in conformance with the permit and the provisions of this Title and Title 5, Chapter 4 of the Village Code, Building Codes.

H. Sign Permit Void

If there is no activity of the work authorized under a sign permit within six (6) months after the date of issuance, the permit becomes null and void. The building official is authorized to grant one (1) or more extensions of time for additional periods not six (6) months each. The extension shall be requested in writing and justifiable cause demonstrated.

I. Revocation of Permit

All rights and privileges acquired under the provisions of this section are licenses revocable at any time by the Village Manager if he/she finds noncompliance with this Title which is not corrected within twenty (20) days after written notice by the Department of Community and Economic Development to the permittee, with a copy to the Village Manager. Upon the termination or revocation of the sign permit, the licensee shall remove the sign within five (5) days without cost or expense to the Village. In the event of the failure, neglect or refusal on the part of the licensee to do so, the sign shall be considered a nuisance and the Village may proceed to remove the same and charge the expense to the licensee.

J. Sign Permit Fees

The fee to be charged for any permit issued for the erection or alteration of a sign shall be as prescribed in the Comprehensive Fee Schedule as set forth in Chapter 15 of Title 1 of this Code. Any not-for-profit organization may file an application with the Village for a waiver of fees imposed by the Village as per section 5-3-2(A) of the Village Building Code.

K. Penalties

1. Any person violating any of the provisions of this Title shall be fined not less than twenty five dollars (\$25.00) nor more than seven hundred fifty dollars (\$750.00) for each offense. A separate offense shall be deemed committed each day during or on which a violation continues or occurs.
2. If a person installs, permits to be installed, or begins to install, any sign without first securing a permit as required by this Title such installation shall cease until a sign permit is issued. In addition, the fee for such a building permit shall be twice the sign permit fee provided for by this Title.