



BUILDING DEPARTMENT
(847) 395-1000
FAX: (847) 395-1920
Hours: 8:00 am – 4:30pm

SIGNS

An On-Site Inspection is needed before permit approval (if ground sign). Mark out the location of the sign contact J.U.L.I.E. at 800-892-0123 and then contact the building department at the number listed above to set up an on-site inspection.

Below you will find a summary of code requirements for signs within the Village of Antioch, based upon the NEC 2003 and Village of Antioch's Sign Code Ordinance No. 9-2-1 through 16 and any amendments that may apply. **THIS IS ONLY A SUMMARY.** Please feel free to call the Plans Examiner at (847) 395-1000 if you have any questions.

GENERAL REQUIREMENTS

- If new construction is being proposed, signage is required under a separate permit.
- If the circuit/wiring of proposed (wall) sign is not within 6' (feet) of the hookup of the interior/exterior wall a licensed electrician is required.
- Ground sign(s) must be constructed to withstand wind loads.
- Cannot encroach in right of way.
- Minimum 20 amp circuit must be installed for sign(s) with electric.
- If illuminated sign must have outside disconnect.
- Any outlets on sign must be GFI protected.
- Illuminated sign(s) must be listed and marked (UL or equivalent).
- Additional comments by the inspectors may occur to ensure all requirements are met.

WHAT INFORMATION DO I NEED TO SUBMIT FOR A PERMIT?

WALL SIGNS

- Complete Permit Application.
- Superimpose Sign on Wall – Picture with Dimensions Labeled.

GROUND SIGNS

- Complete Permit Application.
- Plat of Survey Showing Proposed Location of the Sign.
- Picture with Dimensions Labeled.

WHAT HAPPENS NEXT?

We will contact you by phone or fax within 5 – 10 business days to inform you when your permit is ready to be picked up. Work cannot be started until the permit is paid for and picked up. The permit must be picked up in person. We accept cash or checks. If there are additional items needed before permit issuance we will try to contact you as soon as possible.

HOW MUCH WILL MY PERMIT COST?

Permit fees are determined by the cost of construction (2%), or a minimum of \$50.00, which includes plan review fees, and all inspections. Per Village Ordinance 09-11-32 50% of the fee shall be collected at the time of permit submission (application).

Per Village Ordinance 09-08-23 an electronic filing fee will be assessed. If electronic documents are not provided by the applicant, each application for a site development or building permit fee shall be accompanied by a 10 dollar flat fee plus, 8 dollars for each 24" by 36" full sized plan sheet and 1 dollar per 11" by 17" or smaller sheet.

INSPECTION SCHEDULE

1. Electric – If applicable.
2. Completion – Please call 48 hours prior to inspection request. If the inspection is for new construction the completion must be called in 48 hours prior to the final inspection.

INSPECTIONS ARE SCHEDULED MONDAY THROUGH FRIDAY BY CONTACTING THE BUILDING DEPARTMENT AT (847) 395-1000 BEFORE 2:00 P.M. 48 HOURS BEFORE THE INSPECTION IS NEEDED. THIS IS A MINIMUM, DEPENDING ON THE WORKLOAD; IT MAY NOT ALWAYS BE POSSIBLE TO SCHEDULE AN INSPECTION WITHIN THE 48 HOUR PERIOD.

PROVIDE PERMIT NUMBER AND ADDRESS WHEN CALLING IN FOR INSPECTIONS.

IF THE INSPECTOR NEEDS TO RETURN FOR THE SAME INSPECTION, A \$150.00 RE-INSPECTION FEE IS REQUIRED TO BE PAID BEFORE A RE-INSPECTION CAN BE SCHEDULED.

NO RE-INSPECTION ON THE SAME PHASE OF CONSTRUCTION SHALL BE DONE IN THE SAME 24-HOUR PERIOD.

THIS IS TO SERVE AS WRITTEN DOCUMENTATION THAT I WILL COMPLY WITH ANY/ALL REVIEW COMMENTS RECEIVED FROM THE INSPECTORS OF THE VILLAGE OF ANTIOCH AS THEY PERTAIN TO THE ISSUANCE OF PERMIT NUMBER _____.

Further, this is to serve as written notice that NO ADDITIONAL OPTIONS will be incorporated into Construction Permit "after-the-fact". Should any additional options/revisions be required/desired after this permit has been issued and construction has begun, the work on said options/revisions will NOT begin until such time that the Permits Coordinator or the Chief Building Inspector has been contacted and informed of any/all revisions/options. This will allow for appropriate revisions to be added to the plan submitted and for file to be maintained appropriately, allowing for proper authorization of same. It will also allow for proper fee structure to be applied and for all necessary paperwork to be completed and

reviewed by our Inspectors prior to the additional options/revisions being incorporated into this particular permit application.

This permit (once issued) will cover only the work specified on the plan submitted. I understand that a signed/notarized Contractor's Statement may be required at the time that the construction is ready for a Final Inspection.

If any changes occur with regards to the sub-contractors reflected on the permit, notice will be given to the Village (in writing) so that all appropriate insurance and bonding requirements will be met PRIOR to that portion of the work beginning.

I am aware of the review comments made by the Inspectors and will adhere to their findings. All concerns regarding this application for permit have been addressed. Signing of this is an acknowledgment of that fact and also the understanding that I will also comply with/adhere to any/all comments, concerns, adjustments or determinations of the Village Inspectors which may result at the site, once work is in progress.

The property-in-question may be subject to Covenants, Conditions, and Restrictions (CCR's), which are private restrictions subject to enforcement by a Homeowners' Association. In issuing any construction permit, the Village of Antioch makes no representation that the approved plans comply with the provisions of the CCR's.

NOTE: Building Plans are to be kept on site as per Building Code

THE APPLICANT ACKNOWLEDGES TO HAVE READ THE ABOVE, AND AGREES TO SAME.

Signature

Date