



Village of Westchester

10300 West Roosevelt Road, Westchester, IL 60154
Phone: (708) 345-0199 • Email: Building@westchester-il.gov

Date Received

APPLICATION FOR SIGN PERMIT

Date: _____ Site Address: _____

Tenant/Business: _____

CONTRACTOR INFORMATION:

Name: _____

Address: _____

Phone: _____

E-Mail: _____

PROPERTY OWNER INFORMATION:

Name: _____

Address: _____

Phone: _____

E-mail: _____

DESCRIPTION OF WORK

Permit Fees: * **Awning:** \$75 * **Illuminated:** \$75+\$0.25/sf (\$125 min) * **non-Illuminated:** \$50+\$0.25/sf (\$100 min)
* **Temporary Signs:** \$50 for the first 14 days, plus \$25 for each renewal period (limited to one permit & three renewal permits)

**Plan review will be required. Review and inspection fees to be determined.

Annual Renewal Fee: please refer to Muni Code (14.01.110): for the sign renewal fee schedule

PERMANENT: ☐ Illuminated ☐ Non-illuminated **TEMPORARY:** ☐ Banners ☐ A-Frames/Sandwich Board
☐ New ☐ Face Change ☐ Balloons/Streamers ☐ Temp Ground Mounted
☐ Window ☐ searchlights

Sign Dimensions: Length: _____ Height: _____ Height Above Grade: _____

No error or omission in either the plans or application, whether said plans or application have been approved by the Building Commissioner or not, shall permit to relieve the applicant from constructing the work in any other manner than that provided for in the Ordinance of this Village relating thereto. The Applicant having read this application and fully understanding the intent thereof declares that the statements made are true to the best of my knowledge and belief.

Date: _____

Signature: _____

Cost of Work: _____

Print Name: _____

THE FOLLOWING MUST ACCOMPANY EACH APPLICATION FOR A BUILDING PERMIT:

- ☐ **Application Form:** Fill out a copy of this application form, regulations for window and temporary signs, written consent from property owner to complete work.
- ☐ **Signed contract** with detailed scope of work (all vendors must be registered prior to permit release)
- ☐ **Current Plat of Survey:** One copy of the current plat of survey. Plat must be submitted for all signs.
- ☐ **Drawing of Proposed Sign(s):** Three (3) copies of a detailed drawing of proposed sign and support structure.
- ☐ **Proposed site plan:** For any new freestanding sign, three (3) copies of a proposed site plan indicating sign location and setbacks are required.
- ☐ **Current photo of all sides of the building**
- ☐ **Calculation of all existing signs:** Provide the dimensions (height and width and area of all existing signage on site)
- ☐ **Call JULIE (Joint Utility Locating Information for Excavators) at 1-800-892-0123 allowing 48 hours to locate utilities.**

Sign Requirements

PERMIT PROCEDURE

A permit application must be submitted with the cost shown. If a contractor will be doing the construction that person must be licensed and bonded with the Village of Westchester and show proof of insurance.

CODE SPECIFICATIONS:

- **Sign Height:** Maximum height permitted is twenty-five (25') feet above grade
- **Maximum Width (freestanding sign):** The maximum width of any freestanding sign shall be no more than fifteen feet.
- **Maximum Width (wall sign):** The maximum width of any wall mounted sign shall be no more than thirty feet.
- **Sign Area:**
 - o For business uses located on Westchester Boulevard or Canterbury Street, one square foot of sign surface area is allowed for each one foot of lot frontage.
 - o For business uses located on Cermak Road [22nd Street], Mannheim Road, Roosevelt Road, Wolf Road, Derby Lane, and 31st Street, two square feet of sign surface area are allowed for each one foot of lot frontage.
 - o The maximum sign surface area for any individual sign, as measured on one side of a sign with parallel or nearly parallel sides is two hundred square feet.
 - o For shopping centers that are located on interior lots, the maximum amount of signage allowed is two and a half square feet per lineal foot of architectural building frontage.
 - o For shopping centers that are located on street-facing lots, two square feet per lineal foot of street frontage is allowed.
- **Permanent Window Signs:**
 - o Each business location may have one or more window signs with an aggregate area that covers fifty percent (50%) or less of the display window area. (Article 18.58.050 (m)).
 - o Such sign shall be limited to name, type of business, major product, address, phone number, hours and logo.
 - o Permanent window signs require a permit. (Article 18.58.040 (a)).
- **Promotional (Temporary) Window Signs:**
 - o Each business location may have one or more window signs with an aggregate area that covers fifty percent (50%) or less of the display window area. (Article 18.58.050 (n)).
 - o Each promotional sign shall be limited to a maximum exposure time of thirty-one days. (Article 18.58.050 (n)).
 - o Such signs shall be limited to advertising special sales or events. (Article 18.58.050 (n)).
 - o Promotional window signs do **NOT** require a permit. (Article 18.58.080 (9)).
- **Temporary signs (18.58.100):** Vehicles as signs & portable trailer signs are **PROHIBITED** (18.58.100 (f)):
 1. Permits are REQUIRED (18.58.100 (a)) for temporary signage
 2. Temporary sign permits are limited to **14 days** (18.58.100 (c))
 3. Businesses are permitted four temporary sign permits per calendar year. (18.58.100 (c))
 4. No more than one temporary external sign shall be permitted on a zoning lot at any one time. Zoning lots that front on two or more streets may have one such sign for each street frontage. (18.58.100 (d))
- **Electronic Message Board Signs**
 - o Electronic message board signs shall not contain messages with flashing, animation, illusion of movement or similar displays.
 - o Alpha-numeric characters are allowed;
 - o Graphics are allowed as static display. Moving graphics are prohibited.
 - o Messages must instantaneously change; transition effects are prohibited.
 - o Messages cannot change more than once every ten (10) seconds.
 - o The sign shall comply with the illumination regulations set forth in Sub-subsection (1), of Subsection (e), of [Section 18.58.050](#) of this Chapter.
 - o Background colors or displays shall be allowed to change only when the message changes.
 - o The sign module must include dimmer controls which can be adjusted to meet village light emission standards. Proof of such sign module controls must be presented at the time of permit application.
- **Electrical Requirements**
 - o There shall be one disconnect per sign. (NEC Article: 600.6)
 - o Insulated conductors and cables used in wet locations shall consist of a conductor/cable type listed for use in a wet location. (NEC Article: 310.10)
- **General Requirements**
 - o No signs may be attached to any tree, fence, or public utility pole (18.58.050 (4))
 - o No signs are permitted in the right of way (18.58.050(K)(4))