

SIGNS

Village of Sugar Grove – Building Division
601 Heartland Drive
Sugar Grove, IL 60554
630-466-8954-phone 630-466-1083-fax
Monday – Friday 8:00 a.m. - 4:30 p.m.
permits@sugar-grove.il.us

BUILDING PERMIT - Allow 7 (seven) to 10 (ten) working days for processing.

PLAN REVIEW

Please submit a completed building permit application. Please include any installation details and indicate the type of material to be used in the construction.

- For Wall Signs please include the width and height of each façade of the building dimensioned on an elevation view, mounting height of sign, height, width and depth of the actual sign and draw any electric, if applicable.
- For Ground Signs please include the height, width and depth dimensions of the sign, mounting height dimension of the sign, and sign location shown on a recent plat of survey with dimensions to all lot lines.

See separate sign ordinance for detailed information about size and location restrictions for signs.

REQUIRED CONTRACTOR INFORMATION

All private contractors that perform any installation shall be licensed with the Village of Sugar Grove. If the contractor is not currently licensed with the Village, an application can be obtained from the http://www.sugar-grove.il.us/Dept_CD/BP_contractor.pdf or by contacting the Building Division at 630-466-8954. The contractor's fee is \$165 and is valid for one year from the date of application.

INSPECTIONS

Ground signs may require a concrete, electrical and final inspection. Wall signs may require an electrical and final inspection.

Please call 630-466-8954 ext. 35 to schedule an inspection. Be prepared to give contact name and phone number, address, permit number, type of inspection, and the date and time (am or pm) of day you would like the inspection. **A 24-HOUR NOTICE MUST BE GIVEN.**

PERMIT FEE

- The permit fee must be paid when you pick up the permit after review and approval and are as follows:

-Face change out only	\$ 40.00
-Temporary sign	\$ 40.00
-Sign 32 square feet or less	\$ 65.00
-Sign over 32 square feet	\$100.00
- Temporary signs are allowed for a period of 45 days per calendar year per property which may be split into any increments, with a separate permit and fee to accompany each increment.
- **NO WORK CAN COMMENCE UNTIL THE PERMIT HAS BEEN ISSUED. WORK STARTED PRIOR TO ISSUANCE OF PERMIT, WILL INCUR PENALTY OF DOUBLE THE PERMIT FEE.**

MISCELLANEOUS INFORMATION

- According to Ordinance #614 the erection, demolition, alteration or repair of any building may only occur between the hours of **6:30 a.m. and 8:30 p.m.**