



## **WILL COUNTY LAND USE DEPARTMENT**

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### **BUILDING DIVISION – SIGN APPLICATION REQUIREMENTS**

Plans and construction shall comply with the following adopted codes:

2012 International Building, Mechanical, Fuel Gas, Fire Codes (Appendix H)

2015 International Energy Conservation Code

2011 National Electric Code

2014 Illinois State Plumbing Code

1997 Illinois Accessibility Code

2014 Will County Building Code Chapter 150

The following minimum information is required in order to process a sign permit application:

1. A completed building permit application.
2. One (1) electronic copy of the scope of work must be submitted including scaled drawings of the proposed sign including dimensions (a scaled drawing of the building elevation where the sign will be placed for wall signs).
3. A plat of survey must be submitted indicating the exact location of the new sign (monument and ground signs).
4. For a proposed sign with new electrical, the applicant must indicate whether the sign shall be internally illuminated or illuminated by site lighting.
5. If a new electrical feed is proposed, the applicant shall indicate the source of the electricity, type of raceway, burial depth, type and size of the conductors and whether a direct connection or plug-in.
6. If a new sign is proposed requiring a new foundation, an Illinois registered architect or structural engineer shall design the foundation. The documents must be sealed, signed and dated by the design professional.
7. If a new sign is proposed utilizing an existing foundation, an Illinois registered architect or structural engineer must submit written documentation indicating the existing base is capable of supporting the new sign loads.
8. For an existing sign replacement, the applicant must submit drawings of the replacement sign including dimensions and electrical requirements. If additional electrical installations are required, the extent of the work must be indicated. Shop Drawings may be required.
9. The applicant shall submit a completed contractor registration form indicating a general contractor; all contractors shall comply with the contractor licensing, registration, and bonding requirements of Will County Land Use. The applicant shall submit an excavation, concrete, and electrical contractor as applicable.
10. Additional information may be necessary based upon the submitted documents.

Each submission is reviewed in the order in which it is received; each permit submission is date stamped and then goes to the Plan Examiner for the plan review. Initial permit review shall be made within a maximum of fifteen business days per local ordinance; the number of reviews depends largely on the quality and completeness of the submission. The applicant should budget time into the project schedule for permitting.

A building permit fee is assessed at the time of permit issuance at a rate of \$8.00 per \$1,000 of cost of construction (materials+labor).

Additional requirements may be required from zoning and engineering review. Additional requirements may be necessary based upon the permit application submittal and the circumstances of specific projects.