

Signs



Village of Hoffman Estates

Code Enforcement
1900 Hassell Road
Hoffman Estates, IL 60169
(847) 781-2631
www.hoffmanestates.org/permits

This handout is a guide for sign permit submission. There are many different sign types and regulations for different situations. The full Sign Code can be found online at www.hoffmanestates.org in section 9-3-8 of the Municipal Code. Many properties are subject to specific Master Sign Plans or have previous variations associated with it. Please contact the landlord to find out if a Master Sign Plan or variation applies to the property. You can contact the Village's Planning Department (847-781-2670) for specific sign regulations.

Permit Procedure:

- Complete and sign a *Building Permit Application* for each sign.
- All contractors must be registered, licensed and bonded accordingly.
- Supply three copies of plans/drawings of the sign which include all dimensions.
 - Wall signs are required to show the length of the store frontage and location on the façade.
 - Ground signs are required to show the underground and sign base specifications. A plat of survey is required to show specific location with scaled dimensions.
- Supply a detailed *Scope of Work* or summary indicating the total square footage of each sign, any electrical work being completed and any other information about the project.

Inspection:

- Ground signs require a location inspection with all utilities marked (call J.U.L.I.E. at 811) prior to any digging
- A base/pre-pour inspection is required for any ground mounted signs.
- All electrical work requires a rough electrical inspection.
- All signs require a final inspection upon completion of work.
- Call Code Enforcement at (847) 781-2631 to schedule inspection appointments.