



Sign Permit Guidelines

Contractor Registration:

- All contractors working within the Village of Homer Glen are required to be registered (when a permit is required). No permits will be issued if the contractor has not registered.
- If the sign requires any electrical work, the electrical contractor must also be registered with the Village.

Construction Hours:

All construction work performed within the Village of Homer Glen, including sign installation, removal, repair and maintenance, building and development activities, clearing of land, excavation, repair, maintenance and demolition, and loading and unloading of materials and equipment, is restricted to the following hours:

Monday to Saturday: 7:00 AM to 7:00 PM

Sunday: 8:30 AM to 5:00 PM

Legal Holidays: 8:30 AM to 5:00 PM

General Guidelines:

- Applications will NOT be accepted without all required submittal documents.
- All submitted drawings must be drawn to a common and reasonable scale.
- Site plan or plat of survey must contain exact dimensions of setbacks from property lines and adjacent rights-of-way, and linear feet of property and building adjacent to roadways.
- Wall sign applications must include confirmation from the sign's design professional that the sign complies with the International Building Code's Structural Design Criteria.

IBC Section 1608 & Section 1609:

Ground Snow Load	Wind Speed (mph)
30	90

- Per the Village's annual fee ordinance, the sign permit fee is based upon the size of the sign. The applicant is charged a \$50 sign application fee upon application, plus \$2 per square foot of the sign due at the time of the release of the sign permit. Permit fees are payable by check made payable to the Village of Homer Glen.
- ***For more detailed guidelines, please read the Sign Permit Process and the Sign Permit Application.***

NOTE: All building permits are pursuant to the Village of Homer Glen Building, Zoning, and Stormwater Ordinances. If you have not begun construction within one hundred and eighty (180) days from issuance or if construction is not complete within one (1) year of issuance, the permit is deemed void.

The permit fee is non-refundable