



Building Department  
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## COMMERCIAL SIGNS

### BUILDING PERMIT

A building permit is required **before** construction begins.

### CONTRACTOR LICENSING

All contractors who work in the Village must be licensed.

### Information to be submitted when applying for permit:

1. \_\_\_\_ A plat of survey or accepted equivalent.
2. \_\_\_\_ Indicate location and dimensions of all existing structures on plat.
3. \_\_\_\_ Indicate location and dimensions of the proposed signage on the plat.
4. \_\_\_\_ Provide renderings showing proposed sign face(s) and sizes.
5. \_\_\_\_ Provide construction details, footings, attachments, etc.
6. \_\_\_\_ Provide electrical details, if any.

### Number Allowed:

- No more than one pole sign or ground sign shall be permitted on a zoning lot.
- In addition, one individual business identification sign shall be permitted for each individual business establishment to identify the name, location and nature of the business.
- Businesses located on corner or double lots that front I-57 and Division Street (County Highway 9) between South Creek Drive on the east, to Spruce Street on the west, shall be allowed to have (2) two pole or ground signs, one facing each street, provided that the total permitted square footage area and height of the signs combined do not exceed the requirements listed below.
- In addition to other signs allowed in commercial districts, a maximum of two (2) directional signs shall be permitted per zoning lot.

### Pole Sign Requirements:

- Pole signs fronting I-57 and Division Street between South Creek Dive on the east, to Spruce Street on the west, shall have a maximum surface area of three hundred (300) square feet per face, with a maximum surface area of six hundred (600) square feet to include all faces of the sign. Such signs shall not exceed a height of sixty feet (60') at their highest point.
- Pole signs fronting Route 50, Route 45 and County Highway 9 (other than those areas referenced above) shall have a maximum surface area of one hundred fifty (150) square feet per face, with a maximum surface area of three hundred (300) square feet to include all faces of the sign. Such signs shall not exceed a height of sixty feet (30') at their highest point.
- Pole signs in all other areas shall have a maximum surface area of thirty two (32) square feet per face, with a maximum surface area of sixty four (64) square feet to include all faces of the sign. Such signs shall not extend above the roofline or thirty feet (30') in height, whichever is the lowest.



**Ground Sign Requirements:**

- Ground signs shall have a maximum surface area of thirty two (32) square feet per face, with a maximum surface area of sixty-four (64) square feet to include all sides.
- Ground signs shall not exceed a height of eight feet (8') at their highest point.
- No ground sign shall be located closer than fifty feet (50') from another pole or ground sign regardless if located on the same zoning lot or not.

**Premises Signs:**

- No premises sign may exceed twenty percent (20%) of the area of the face of the side of the building on which the sign is to be located or sixty four (64) square feet in area, whichever is less.
- Premises signs may be located on the front, rear or side of the principal building.
- No premises sign shall exceed fifteen feet (15') in height above the ground level or four feet (4') above the roofline, whichever is lower. The bottom of the sign shall not be lower than seven feet (7') above the finished grade of the sidewalk.

**Directional Signs:**

- Directional signs shall not exceed four feet (4') in height and shall have a maximum surface area of six (6) square feet per face of a sign.

**Construction and Appearance Standards:**

- All signs shall be constructed in accordance with the minimum requirements of the International Building Code and the National Electrical Code in effect at the time of the permit application.
- All paint used must be weatherproof or covered by weatherproof material. Spray paint may not be used on any signs.
- All lettering must be composed through the use of computer generation or stencil.
- No signs shall be permitted that show wood in its natural exposed condition.
- Every sign shall contain the name and telephone number of the company constructing and maintaining the sign.
- External lighting of signs shall be directed away from the public right of way and from adjoining properties.

This sheet is provided as a brief guideline for commercial signage. For a full listing of all ordinances that apply to commercial signs, reference Chapter 9-13 of the Village Codes. All signage in the Route 50 Corridor District should reference Chapter 9-10C.