

**THE CITY OF GENOA, ILLINOIS  
REQUIREMENTS FOR CONSTRUCTION OF A SIGN**

**FEES**

**BASIC FEE** .....\$75.00  
**MASTER / COMMON SIGNAGE FEE**.....\$100.00  
**REINSPECTIONS, IF APPLICABLE** .....\$55.00

APPLICANT'S NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_

**INFORMATION TO BE SUBMITTED WHEN APPLYING:**

- 1. Completed Building Permit Application.
  - 2. A plat of survey showing the proposed sign, drawn to scale.
  - 3. The proposed location shown on the plat showing distance to the lot lines and other structures. Indicate whether this is a new sign or a face change only.
  - 4. Sign information:
    - a. Height \_\_\_\_\_
    - b. Width \_\_\_\_\_
    - c. Function \_\_\_\_\_
    - d. Sign Type \_\_\_\_\_
    - e. Location \_\_\_\_\_
    - f. Size of wall \_\_\_\_\_
    - g. Illuminated \_\_\_\_\_
    - h. Zoning District \_\_\_\_\_
    - i. Text of Sign \_\_\_\_\_
    - j. Temporary Sign \_\_\_\_\_
    - k. Permanent Sign \_\_\_\_\_
    - l. Sketch of Sign \_\_\_\_\_
    - m. Construction Details \_\_\_\_\_
    - n. Electrical Details \_\_\_\_\_
  - o. Requirements based on Function and Classification:  
\_\_\_\_\_
  - p. Overhang \_\_\_\_\_
- 5. No sign shall be erected or maintained in a public right-of-way.
  - 6. Ten feet (10') from driveways and lot lines
  - 7. No sign shall be erected in the sight triangle.
  - 8. All submitted information shall be available on site during the inspection.
  - 9. **Other pertinent information:** Failed inspections will require a reinspection fee to be paid prior to scheduling the reinspection.

Applicant signature: \_\_\_\_\_

Date: \_\_\_\_\_

Note: The above information comes part of the permit application and compliance is required. Call JULIE at 1-800-892-0123 to locate all underground utilities.

Note: Subdivisions in the City may have covenants and restrictions that are binding on your property. These covenants and restrictions may require permission from the homeowners association or the developer before you begin construction. In some cases, they may prohibit construction of a building that is permitted by the City of Genoa. It is the responsibility of each applicant and homeowner to check the covenants and restrictions that apply to your property.