

**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.