

**Village of Vernon Hills
Community Development Department
290 Evergreen Dr., Vernon Hills, IL 60061
Phone 847-367-3704-Fax 847-367-2541-<http://www.vernonhills.org>**

**SIGN PERMIT PROCESS
WALL, GROUND, POST**

This handout is for **REFERENCE ONLY**. For more details see specific code sections.

TO APPLY FOR A PERMIT:

1. Submit a completed permit application with contractor's list. Make sure to complete Section 7 (sign information) entirely. If there is more than one sign being applied for, for the same location, please submit only one (1) permit application that includes the information for all signs with a combined cost.
2. Submit three (3) sets of sign layouts, drawn to scale in full color, and signed and approved by the building owner or landlord. If there is more than one sign being applied for, please provide three layouts for each sign.
3. If applying for a monument or post sign, please provide three (3) site plans indicating the location of the sign within the property lines.
4. Submit the proper plan review fee in cash or check. To calculate, multiply the total cost of construction for all signs by .002 and round to the nearest dollar. Minimum fee of \$75.
5. If the sign is illuminated, please provide a copy of the electrician's electrical contractor's license.

The plan review process will take up to twenty (20) business days or sooner. The applicant will be contacted via phone with the permit costs when the application is approved and the permit is ready for pickup.