

City of Sandwich
Building Department
144 E. Railroad Street
Sandwich IL 60548
815-786-8802

Sign (Awning)

This informational guideline has been developed to identify the minimal requirements to install an awning or similar structure. The information provided outlines information that is pertinent to the City of Sandwich's adopted Building Codes, Ordinances and required inspections. These guidelines are by no means all inclusive, but they do identify the most critical requirements that are involved in this type of project.

Need to Submit

1. Building permit application

- a. Application shall be completed with all required information that is pertinent to the proposed scope such as: site address, description of work, contractors to be used on job, total cost of job, applicant contact information.

2. Provide plans and elevations indicating:

- a. Dimensions of awning/ awning sign;
- b. Height above walk and;
- c. Method of attachment (fasteners) to building
- d. Electrical diagram if applicable

3. Samples

- a. Provide sample, materials to be used (if possible)

4. Lettering

- a. Provide plan of any letter and logos on awnings including dimensions.

5. Owner approval

- a. Signed permit

6. Procedure steps

- b. Fill out application for permit.
- c. Approval will be given/ denied from the building department and applicant will be informed of decision.
- d. A permit fee of \$50.00 must be submitted.
- e. Inspections needed. Applicant **MUST** make this call to set up inspection.
 1. Final inspection includes inspection of:
 - i. Electrical connections.
 - ii. Attachment to building of awning/ awning sign.