

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

## Signs (Permanent)

This informational guideline has been developed to identify the minimal requirements to install a permanent sign. The information provided outlines information that is pertinent to the City of Sandwich's adopted Building Codes, Ordinances and required inspections. Please review Sandwich Ordinance Section 5-10 for more sign regulations. These guidelines are by no means all inclusive, but they do identify the most critical requirements that are involved in this type of project. State law requires you to call J.U.L.I.E. (811 or 800-892-0123) before any digging 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.
  - b. Provide copy of plan showing sign details:
    - i. Foundation and support poles;
    - ii. Electrical plan with exterior disconnect location;
    - iii. Elevation plan with sign dimensions, description of proposed sign,
    - iv. Drawing showing location on building, projection dimensions, height off sidewalk or ground;
    - v. Attachment to building (fasteners).
  - c. Provide legal Plat of Survey marked to identify the proposed location with dimensions to lot lines, dimensions to existing buildings, streets, sidewalks and accessory buildings, etc.
2. Procedure steps
  - a. Fill out application for permit with plats of survey.
  - b. Approval will be given/ denied from the building department and applicant will be informed of decision.
  - c. A permit fee of \$40.00 per sign must be submitted.
  - d. Inspections needed. Applicant MUST make these calls to set up inspections
    - i. First inspection includes inspection of two separate items.
      - a. Foundation inspection to see the proper size and depth; before concealment
      - b. Rough electrical
    - ii. Final inspection/ sign installation complete.