



Sign Guideline

(Disclaimer: This guide may not be all inclusive, additional regulations may apply)

What to Submit

- *Completed application.
- *Plat of plats survey (3 copies)
- *3 copies of a site plan showing the proposed exact location of the new unit and setbacks from any structures and property lines
- *Provide legible drawings:
 - Proposed height and setback measurements
 - Proposed dimensions (include total square footage)
 - Proposed style
 - Proposed materials
 - Anchoring detail
 - Electric detail

- *A \$25,000 bond is required from the sign company/installer and liability insurance
- *Confirm or clarify in writing that this proposed structure is NOT in a floodplain, easement or floodway

Rules & Restrictions

- *No signs are allowed in the public Right-of-Way

Applicable Codes

- * City of Prospect Heights Municipal Ordinance (<http://www.prospect-heights.il.us/>)
- *International Residential Code (www.iccsafe.org)
- *National Electric Code (www.nfpa.org)

Basic Guidelines

In General

- *Business signs cannot exceed 100sf or is not to exceed 1 sq ft per each lineal foot of building frontage, wall sign 64'
- *Corner buildings are allowed one sign per street frontage, within 40ft of the principal street
- *The second sign at 1/2 of the size allowed on principal street frontage
- *Thirty feet is the maximum height of signage, wall sign 10'
- *Sign cannot exceed 3' higher than the roof
- *Avoidance of casting light onto neighboring properties is necessary
- *Flashing signs are prohibited
- *Rotating signs require a Special Use Permit
- *Painted signs to walls are not permitted
- *Marquees or canopy signs shall be higher than 8 from grade

Awning Sign

- *Shall only display name address and the phone number of the business
- *Shall be less than 8sf
- *Signs shall be higher than 8 from grade

Ground Sign (Pylon)

- *One sign per zoning lot
- *Maximum height of fifteen (15) feet above mean grade level of property
- *Maximum sign area is 100sf and must be (15) feet setback from the lot lines

Temporary Signs (Still Require a Permit)

- *Signs, banners, comm. Balloon, etc. are allowed to 60 days per calendar year
- *Maximum size shall be 24 sq ft

Window Signs

- *Shall not exceed 33 1/3% of the gross window space

Business or Special Signage

- *See ordinance for Auto Service Stations
- *See ordinance for pertaining to electric message centers, auto service stations, political signage, menu boards, off-premise signage, construction signs, and quasi-public signs

Inspections

*Inspections are scheduled for A.M. or P.M. Monday through Friday with 24 hours advance notice. Call 847-398-6070 x 211 before 5:00 P.M. the day before you want your inspection. Same day re-inspections are not available.

*Final structural and electrical inspections are required

Department of Building & Zoning

**8 North Elmhurst Road,
Prospect Heights Illinois,
60070-6070**

Office: 847/398-6070 x 211

Fax: 847/590-1854

<http://www.prospect-heights.il.us/>

I have read and reviewed these requirements.

Signature of Applicant

Date