

VILLAGE OF HOMER GLEN

Sign Permit Application

Application updated 1-27-26

Phone: 708-301-1301

Fax: 708-301-0417

(Please print legibly and complete every section below)

Business Name & Owner: _____

Address: _____ City: _____ State: ___ ZIP: _____

Phone: _____ E-Mail: _____

***Sign Contractor:** _____

Address: _____ City: _____ State: ___ ZIP: _____

Phone: _____ E-Mail: _____

**must be qualified sign designer/contractor*

Electrical Contractor: _____

Address: _____ City: _____ State: ___ ZIP: _____

Phone: _____ E-Mail: _____

SIGN INFORMATION:

Fill out the entire table for each proposed sign.

Address of Sign Location: _____ PIN or Tax ID: _____

	Sign #1	Sign #2	Sign #3
Sign Type (Pick one: Monument, Wall, Awning, Canopy, or Projecting)			
Lighting (Pick one: Internal, External, or Non-Illuminated)			
Landscape (For monument signs, measured in sq. feet)			
Overall Height (For monument signs, measured in feet)			
Lot Frontage (For monument signs, measured in feet)			
Tenant Frontage (For wall signs, measured in feet)			
Horizontal Dimension of Copy (For all signs, measured in feet)			
Vertical Dimension of Copy (For all signs, measured in feet, for all signs)			
Total Copy Area (For all signs, measured in sq. feet)			

- *Illumination of signs must comply with the Outdoor Lighting Regulations in Chapter 75, Article II, Part 20, of the Village Code.*
- *All ground-mounted signs shall be 5' from all property lines and may not be located in a right-of-way.*

SUBMITTAL REQUIREMENTS:

Please submit separate documentation to the Building Department for all the following requirements:

- Site plan showing the location of all existing and proposed signage on the property. For monument signs, include a landscape plan with square footage.
- Color rendering depicting the sign face area, copy/message and location on building elevation, fully dimensioned.
- Confirmation of the sign's compliance with the International Building Code's Design.
- Written and signed consent/approval from the property owner.
- \$50 permit fee due upon application. The remainder is due upon release of the permit.

Paid Date: _____

***SEE SIGNATURE LINE ON LAST PAGE

Summary of Sign Codes for Business Districts (C-1 to C-6)¹

Sign Types	Maximum Total Copy Area	Maximum Number of Signs	Maximum Sign Height	Additional Regulations
Wall Signs (Channel Letter Sign, Business Logo Sign, Dimensional Surface Sign, Canopy)	1.25 times the number of lineal feet of building or tenant frontage facing a public street or private circulation road	1 per building elevation per business or tenant facing a public street or private circulation road	N/A	Wall signs are not permitted on a building elevation adjacent to residentially zoned property. Full size canopy signs can only be constructed in lieu of a traditional wall sign and shall adhere to wall sign design standards (<i>see additional wall sign regulations on next page</i>).
Awning Sign	20% of visible surface area of an awning, not including the awning valance	1 per building elevation per business or tenant facing a public street or private circulation road	N/A	
Ancillary Canopy Sign	20% of visible surface area of each side of the canopy	1 sign per each side of the canopy. Only 1 canopy per building elevation per business or tenant may have canopy signs	N/A	
Projecting Sign/Blade Sign	10 SF for projecting signs; 15 SF for blade signs	1 sign per tenant	N/A	
Monument/Dual Post Sign	1 SF/3 lineal feet of public street frontage, not to exceed 65 SF of copy area for single tenant signs and 80 SF of copy area for multitenant signs. The sign face area shall not exceed 100 SF for single tenant signs and 120 SF for multitenant signs	1 per lot frontage. 1 additional sign at least 300 FT apart	10 FT for single-tenant buildings; 15 FT for multitenant buildings	
Manual Changeable Copy Sign	50%	N/A	N/A	Manual changeable copy signs are permitted only as part of a monument sign or dual post sign
Electronic Message Sign	Prohibited			1. Allowed only for gas station maintained with current gasoline prices at all times. <i>See sign code for additional regulations.</i>
Window Sign	Window signs shall not exceed 30% of the total window area			
Pole/Pylon Sign	Prohibited			
Development Sign	32 SF	1 per entrance	6FT	Planned developments consisting of more than 2 acres are permitted to have one development sign when such use is allowed in the business district

¹ Please review the complete sign code section 220-1005 on eCode for all other zone districts and complete regulations.

Wall Signs:

- Wall Signs shall be centered within the tenant’s frontage.
 - For multitenant structures, signs shall be mounted in accordance with an established center line
- Wall signs cannot extend above the roof fascia or parapet.
- Lettering shall be limited to 75% of the width of tenant frontage.
- All raceways shall be of a color that matches the façade behind the sign
- Dimensional surface signs shall have a minimum of one inch raise for the three-dimensional letter forms.

Prohibited signs:

Except as specifically provided otherwise within this section, the following signs and displays shall be strictly prohibited throughout the Village:

- (a) Flashing signs.
- (b) Moving, rotating, or animated signs.
- (c) Off-premises signs.
- (d) Painted wall signs.
- (e) Roof signs. No sign shall be constructed or maintained on any portion of the roof of a building, nor shall such sign project above any portion of the roof or parapet wall, whichever is higher.
- (f) Signs displaying obscene or other unlawful matter as determined by the Development Services Department.
- (g) Signs imitating or resembling official traffic or governmental signs or signals.
- (h) Inflatable signs.
- (i) Searchlights or portable spotlights.
- (j) Signs with more than two sign faces.
- (k) Pole-mounted signs.
- (l) Pylon signs.
- (m) Box signs, unless subordinate to a primary allowable sign and meeting the following conditions:
 - [1] Shall not exceed 20% of the sign face area.
 - [2] Shall have an opaque background so only lettering is illuminated.
- (n) Portable sign.
- (o) Pennants.
- (p) Any sign which constitutes a hazard to public health or safety, including dangerous construction or sight obstructions, as determined by the Planning and Zoning Department.
- (q) Abandoned or obsolete signs, including the posts or other supports therefor, that are no longer being properly maintained by the owner of the sign.
- (r) Commercial signs on a vehicle where said vehicle is parked adjacent to or near the right-of-way for the purposes of identifying or calling attention to the business, and is not used for daily operations or during the regular course of business, or is not licensed, insured, or operational.
- (s) Electronic message and dynamic display signs in all residential, commercial and industrial districts.
- (t) Yard (pin) signs, except as authorized in the temporary sign section.
- (u) Feather/flag signs.
- (v) Mobile signs.

I hereby certify that I have read, understand, and agree to conform to all governing information and regulations set forth by the Village of Homer Glen.

Applicant Name (print): _____

Applicant Signature: _____ Date: _____

Property Owner Name (print): _____

Property Owner Signature: _____ Date: _____

PLEASE EMAIL (PREFERRED) TO DKAHN@HOMERGLENIL.ORG OR TUDARBE@HOMERGLENIL.ORG.
PAPER APPLICATIONS CAN BE DROPPED OFF AT THE PLANNING & ZONING DEPARTMENT