

# Sign Permit Submission Requirements

## What do I need to get a sign permit?

Gather the information below before starting an application. Every permit application requires supporting documents to be uploaded to this portal to complete the permit submission. Review the Village regulations pertaining to signs here: [Sign Ordinance](#)

**Note:** A permit is required for all sign installations, including replacement of *existing sign panels*.

### 1. Where will the sign be installed?

- **Street Address:** Provide the street address for the property where the work will take place. *(Note: Signs are not allowed on residential property.)*
- **Property Owner's Information:** Include the property owner's name, phone number, email, and mailing address.
- **Tenant Information (if applicable):** If work is being performed for a tenant, provide the tenant's name, business name, phone number, and email.
- **Plat of Survey:** Submit a plat of survey marked with the proposed work location and other details for a freestanding sign installation. *(Note: Signs may not be installed in the right-of-way or in any easement area.)*

### 2. What work needs to be done?

- **Artwork/Design:** Provide the artwork or design for the sign, including accurate dimensions and identify proposed materials to be used.
- **Building Signs:** For signs to be installed on a building, submit a mock-up image showing the intended placement with accurate dimensions on the building.
- **Scope of Work:** For any new sign, include a scope of work detailing any electrical work, concrete, or structural elements needed to support the sign, also noting the intended materials.
- **Contract:** A contract is required from the contractor hired to install the sign.

### 3. Who is going to do the work?

- **Contractor Information:** Provide the business name, phone number, and email of the contractor. All contractors must obtain a valid Contractor Registration in South Holland, which we will verify before releasing a permit.
  - *Note:* Commercial property owners must hire trade professionals to perform work on their properties. If the trade of the business at the location matches the proposed work (e.g., a sign contractor erecting their own signage), permission may be granted by the Building Official. Business owners leasing their space are not eligible to perform their own work.