



**Village of Deerfield**  
Checklist of Submission Requirements for  
Permit Applications

Effective Date:  
January 1<sup>st</sup>, 2017

Issued by:  
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**Signage Checklist**

**Permit is Required:**

All new signage (wall, ground or awning) new or any change to an existing sign.

Change in location, color or size of existing signage.

**Permit is NOT Required:**

Replacement of existing signage with absolutely no changes to the appearance or location.

**ALL Submissions for Signage Permit Application Require:**

- For properties in the Village Center and in the C-1 and Outlying Commercial District – All plans must be approved by the Appearance Review Committee (ARC) before applying to the Building Department for permit. Link to the ARC information:  
[www.deerfield.il.us/393/Appearance-Review-Commission-ARC](http://www.deerfield.il.us/393/Appearance-Review-Commission-ARC)
- For all other properties – new signage must be presented and approved by the Village Planning Department.
- A **completed** Building Permit Application with **ALL** of the following information:
  - Property owner's name, address, phone number and signature
  - Contractor's name, address, phone number and signature
  - Cost of the Job
  - Complete description of work to be done
- 2 detailed color copies of the signage plans showing correct colors and exact locations for installation.
- If the project requires additional electrical work or new connections an electrical permit application must be completed and signed by the electrical contractor. A copy of their current license needs to be attached to that permit. Any new electrical work must be shown on plans.

***ADDITIONAL INFORMATION ON THE BACK OF THE PAGE →***

## **Permit Processing Time / Fees:**

- Commercial sign permits are reviewed with all other building permits in the order received.
- Plan review fee must be submitted with the application.
  
- Commercial Plan Review Fee

\$1 to \$50,000	\$100.00
\$50,001 to \$100,000	\$200.00
\$100,001 to \$500,000	\$400.00
OVER \$500,001	\$600.00

### Commercial Signage permitting fees:

- Permitting fee will be assessed by the square footage based on the annual fee resolution amount.
- An Infrastructure Impact Fee of 0.5% of the cost of the project will be included on all permits.
- A \$100 Certificate of Compliance fee will be included.
- The Village can accept payment in cash or check only.

**For window signs, please see Window Sign Regulations at:**  
[www.deerfield.il.us/DocumentCenter/Home/View/805](http://www.deerfield.il.us/DocumentCenter/Home/View/805)

**Please note that this information is meant to be a basic guideline. Dependent on the individual project, there may be further requirements.**