

## Signs



### Village of Hoffman Estates

Code Enforcement  
1900 Hassell Road  
Hoffman Estates, IL 60169  
(847) 781-2631

[www.hoffmanestates.org/permits](http://www.hoffmanestates.org/permits)

**Note:** Many commercial properties within the Village may be subject to specific Master Sign Plans or previous variations. Please contact the landlord to find out if a Master Sign Plan or variation applies to the property.

#### Submittal Requirements:

- A plat of survey must be submitted and is required to show the specific location with scaled dimensions and property line setback locations of all signs to be placed on the property. Wall signs shall have their façade location indicated.
- Detailed drawings of the signs must be submitted. All drawings shall be properly dimensioned. Wall signs are required to show the length of the store frontage and location on the façade. Ground signs are required to show the underground and sign base specifications.
- A scope of work or contract is required to be submitted.

#### Code Requirements:

- Ground and wall sign allowances are determined by zoning district. Please see Municipal Code [Section 9-3-8](#).
- All temporary signs require a permit and are valid for up to 30 days.
- Advertising flags, banners, A-Frame signs, pennant signs, balloons and inflatable signs, and off site signage are strictly prohibited. For a list of other prohibited signs, please see [Section 9-3-8-C](#).

#### Inspections

- Ground signs require a location inspection with all utilities marked (Call J.U.L.I.E. at 811 prior to any digging)
- A base/pre-pour inspection is required for any ground mounted signs.
- All electrical work requires a rough electrical inspection
- A final inspection is required upon completion of work.
- Additional inspections may be required.