



ADVERTISING SIGNS AND IDENTIFICATION DEVICES PERMIT REQUIREMENTS

1. All sign companies must be registered and bonded with Cook County.
2. Complete application in its entirety **where applicable**. Include your real estate property tax index number and property's legal description.
3. Submit **four (4) sets of detailed drawings** signed, sealed and certified by an Illinois Registered Architect or Structural Engineer.
4. Submit **four (4) Plats of Survey sealed and certified** by an Illinois Registered Land Surveyor or Illinois Civil Engineer.
5. Submit **four (4) site plans showing location of the sign with dimensions from sign to all lot lines**.
6. One copy of the lease.
7. Submit a letter from registered electrical contractor, if the sign is illuminated.
8. **Directional signs** and other **official signs** along both primary and interstate highways must be registered with the Land Acquisition Sign Board Control. Please contact Mr. Vourgis, 1000 Plaza Drive, Schaumburg, IL 60696 at 847-705-4131.
9. Submit a minimum deposit of 1/10 of 1% of the total estimated cost of work or check in the amount of \$25 (whichever is greater) made payable to **Cook County Collector**.

Note: For Identification Signs, submit all of the above except omit item six.