



**CITY OF GENEVA  
BUILDING DIVISION**  
109 JAMES STREET  
GENEVA, IL 60134  
630/262.0280  
[www.geneva.il.us](http://www.geneva.il.us)

## A-Frame Sign Permit Information

Revised: 4/20/20

A building permit is required annually prior to displaying your A-Frame sign. The permit period is May 1<sup>st</sup> thru April 30<sup>th</sup>. The following are guidelines and comments for obtaining a building permit.

### Application and Drawing Procedures:

- An Application for Permit is to be filled out and submitted to the Building Division.
- For general permit application questions for any property within the City of Geneva, please contact the Building Division at 630 262-0280 or [pdf@geneva.il.us](mailto:pdf@geneva.il.us).
- One (1) set of drawings showing the dimensions and location is to be submitted with the application.
- A signed Hold Harmless and Indemnity Agreement (enclosed) is also required to be submitted.
- If the A-Frame sign is to be placed on public property, insurance is required. Please see the enclosed A-Frame sign ordinance for specific requirements.
- Allow 10 working days for the permit application to be reviewed and approved. A staff member will call you when your permit is ready to be picked up and paid for.

### Fees:

- **A-frame sign permit fee:** \$60.00 per year.
- **Type of Payment:** Cash, check (made payable to the City of Geneva), MC, Visa, Disc, and AMEX.

### General Comments:

- **The application packet and stamped City approved plans are to be on the job site at all times.**
- A minimum of 24-hour notice is required when scheduling any inspection.
- Compliance with the indicated codes, ordinances, and inspection(s) required.
- For specific requirements, please see enclosed A-Frame sign ordinance.

### Inspections – Clarification and Details:

The following is a list of inspections, which may be required for your project and the approximate amount of time it takes for each inspection.

- ✓ **Final Inspection**                      **¼ hour**

The following are general guidelines and details on the types of inspections that may be required for your project. For further clarification please call our office and speak with one of our Building Inspectors.

#### Final:

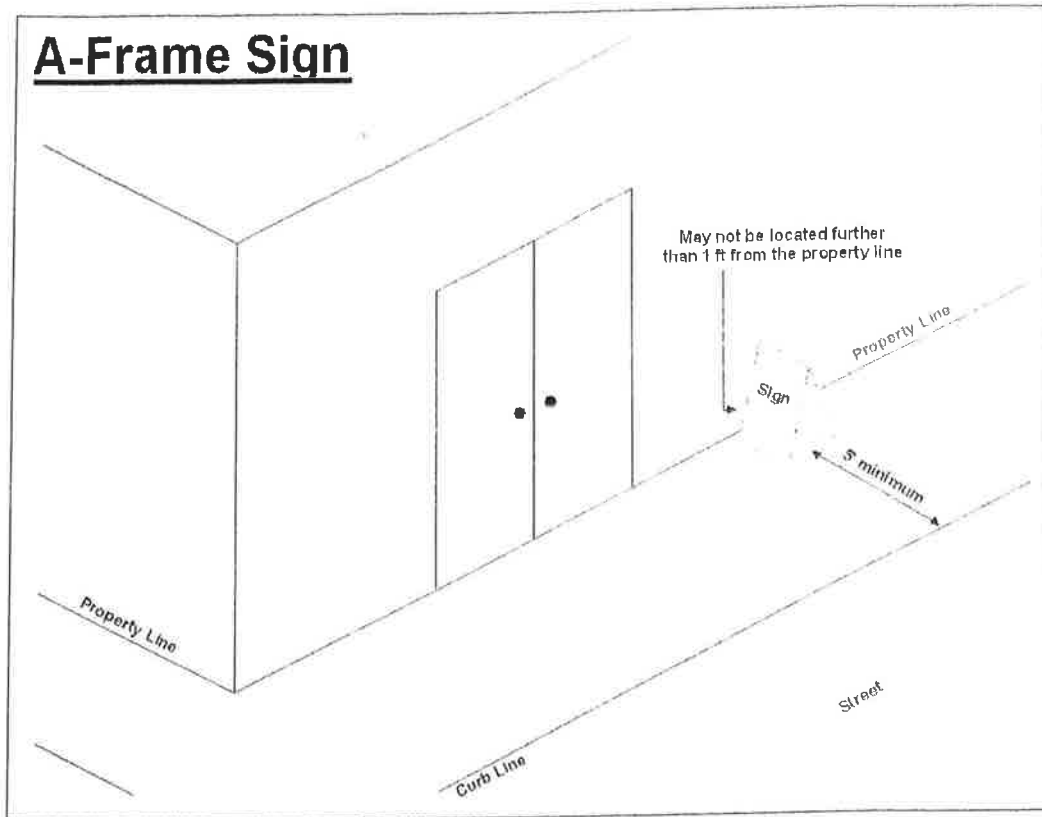
- ✓ Confirm signage is installed per the approved plans and permit sticker is attached to the sign.

### Business Owner's Responsibilities:

- It is the responsibility of the business owner to maintain the proper placement of the sign per approved plan.
- See enclosed A-Frame sign regulations for specific requirements.

**A-FRAME SIGNS**

1. A-Frame signs shall be permitted only for establishments that do not have a projecting sign. An establishment may have no more than one (1) A-frame sign.
2. Shall not exceed four (4) feet in height.
3. Shall have no sign panel in excess on six (6) square feet in area.
4. Shall be located no further than one (1) foot from the primary frontage property line of the displaying establishment, except that businesses located on lots that do not have frontage on Third Street or State Street may place one (1) additional A-Frame sign at the intersection corner nearest the business.
5. Shall only be displayed during the displaying establishment's hours of operation.
6. Shall not be permanently anchored to the ground.
7. Shall not be illuminated.
8. Shall not be displayed during times of inclement weather such as high winds, heavy rain or snow.
9. Shall not be placed so as to block private driveways, alleys, or walkways.
10. Businesses shall be permitted to freely select and change the messages on A-Frame signs.
11. Shall be permitted to be located on public property, provided that the sign complies with the following:
  - a. There shall be no less than five (5) feet of unobstructed sidewalk between the street curb and the primary frontage property line.
  - b. The sign shall comply with the insurance requirements set forth in Section 11-12-10 of this Chapter. Additionally, the applicant shall sign a waiver of liability form provided by the City.
  - c. The displaying establishment shall apply for a permit, as set forth in Section 11-12-2 of this Chapter, on an annual basis.
12. A permit for an A-Frame sign shall be revoked and the sign shall be removed if the sign is found to be in violation of the regulations established in this Section three (3) or more times in a one (1) year period.



Section 11-12-10

**INSURANCE OR BOND REQUIREMENTS**

- A. Insurance Required Prior to Permit: Every permit application for a sign which will be located in a public right-of-way, project over a public right-of-way, or which will be located so that it may fall upon the same, shall file with the Community Development Department, before the permit is granted, a liability insurance policy covering all damage or injury that might be caused by the sign, or a Certificate of Insurance, issued by an insurance company authorized to do business in the State of Illinois.
- B. Coverage Required: The policy shall be a multi-peril policy with the limits of liability not less than five hundred thousand (\$500,000) dollars. The City, its officers, agents and employees shall be named as additional parties insured.
- C. Length of Coverage: Such liability insurance policy shall be maintained in force throughout the life of the permit; and if at any time it is not in full force, the permit shall be revoked.
- D. Bond in Lieu of Insurance: In lieu of insurances as provided for in this Section, the applicant may file an indemnity bond, with a corporate surety satisfactory to the Building Commissioner, in the amount on five hundred thousand (\$500,000) dollars, which will provide that the principal surety will indemnify and hold harmless the City, its officers, agents and employees from all claims, loss or suits resulting from such sign.

SECTION 11-12-2

**PERMITS FOR SIGNS:**

- A. Permits Required: It shall be unlawful for any person to erect, repair, alter, relocate or maintain within the City any sign, as defined in Section 11-2-2 of this Title, without first obtaining a permit from the Building Commissioner.
- B. Application For Permits On Non-historic Properties: Permit applications for signs shall be made upon forms provided by the Building Commissioner and shall contain or have attached thereto the following information:
1. Name, address, telephone number and email address of the applicant.
  2. Name and address of the owner of the property of the premises on which the sign is to be erected if different from the applicant.
  3. Name and address of the person, firm, corporation or association erecting the sign.
  4. Two (2) hard copy drawings and one (1) electronic copy drawing of the plans specifying the location of the building, structure or lot where the proposed sign(s) is located, dimensions, area, overall height, method of illumination (if any) and lighting fixture detail, and method of support/attachment.
  5. At the discretion of the Building Commissioner, copy of stress sheets and calculations showing that the structure is designed for dead load and wind pressure in any direction in the amount required by this and all other ordinances of the City.
  6. Such other information as the Building Commissioner shall require to show full compliance with this and all other codes and ordinances of the City.
- C. Application For Permits On Historic Properties - Signs on Landmark Properties and properties within Historic Districts: As set forth in Section 3-3-4D of the Geneva City Code, any permit application for a permanent sign located on a landmark property or property within a Historic District shall be reviewed by the Geneva Historic Preservation Commission. The procedure for review shall consist of the following:
1. The applicant shall complete and submit a permit application, as set forth in subsection B of this Section, and an application for Historic Preservation Commission Review.
  2. The Building Commissioner shall review the permit application for compliance with the sign regulations set forth in this Chapter and forward the application to the Historic Preservation Commission for its review and action.
  3. The Historic Preservation Commission shall review the application for compliance with (1) the sign regulations, (2) the Commission's adopted design guidelines, and (3) the following standards established by the U.S. Secretary of the Interior:
    - a. A property shall be used for its historic purpose or be placed in a new use that requires minimal change to the defining characteristics of the building and its site and environment.
    - b. The historic character of a property shall be retained and preserved. The removal of historic materials or alteration of features and spaces that characterize a property shall be avoided.

- c. Each property shall be recognized as a physical record of its time, place, and use. Changes that create a false sense of historical development, such as adding conjectural features or architectural elements from other buildings, shall not be undertaken.
  - d. Most properties change over time; those changes that have acquired historic significance in their own right shall be retained and preserved.
  - e. Distinctive features, finishes, and construction techniques or examples of craftsmanship that characterize a property shall be preserved.
  - f. Deteriorated historic features shall be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature shall match the old in design, color, texture, and other visual qualities and, where possible, materials. Replacement of missing features shall be substantiated by documentary, physical, or pictorial evidence.
  - g. Chemical or physical treatments, such as sandblasting, that cause damage to historic materials shall not be used. The surface cleaning of structures, if appropriate, shall be undertaken using the gentlest means possible.
  - h. Significant archeological resources affected by a project shall be protected and preserved. If such resources must be disturbed, mitigation measures shall be undertaken.
  - i. New additions, exterior alterations, or related new construction shall not destroy historic materials that characterize the property. The new work shall be differentiated from the old and shall be compatible with the massing, size, scale, and architectural features to protect the historic integrity of the property and its environment.
  - j. New additions and adjacent or related new construction shall be undertaken in such a manner that if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.
4. In conducting its review, the Commission shall also consider the following criteria:
    - a. Design: The material, size, color, scale and design of signs and awnings should be compatible with the architecture of the building. Signs should be subordinate and sympathetic to the overall design of the building(s) on the property.
    - b. Multiple-tenant/user Buildings: Where buildings have multiple storefronts and multiple tenants, signs and awnings should be coordinated with one another in terms of size, placement, lettering, color and design.
    - c. Mounting: Mounting of signs and awnings should occur without damaging building materials or obscuring architectural features.
    - d. Historic Signs: Existing historic signs that contribute to the overall character of the building or district should be preserved.
    - e. Lighting: Signs and awnings may be illuminated from external lighting sources, such as gooseneck lighting for wall signs or spot lighting for freestanding signs.
  5. The Commission shall make a finding of fact and take action on the application (approval, approval with conditions, or denial), and shall forward its findings and action to the Building Commissioner.
  6. If the application is in full compliance with the regulations set forth in this Chapter, and all other applicable codes, and the Historic Preservation Commission has approved the application, the Building Commissioner shall issue a permit.
  7. If the Historic Preservation Commission has denied the application, the Building Commissioner shall not issue a permit. The applicant may revise the permit application and resubmit for further review or appeal the decision to the City Council, as set forth in Section 10-6-6 of the Geneva City Code.

- D. Permit Fees: Prior to issuance of a permit for a sign, the applicant shall pay to the Building Commissioner a nonrefundable fee established from time to time by the City Council.
- E. Relief From Requirements: Applications for relief from the regulations set forth in this Chapter shall be made in accordance with Section 11-14-5A of this Title.
- F. Issuance of Permit: A permit for any sign subject to the review of the Plan Commission, Historic Preservation Commission, or City Council shall not be issued until approval from the reviewing body is forwarded to the Building Commissioner. A permit shall be issued by the Building Commissioner if the proposed sign conforms to the provisions of this Chapter and the required permit fee has been paid.
- G. Permit Expiration: If the work authorized under a permit has not been completed within one hundred and eighty (180) days after the date of issuance, the permit shall become null and void.
- H. Failure to Secure a Permit: Any sign erected, repaired, altered, or relocated without having first been issued a permit shall be subject to the penalty provisions set forth in Section 11-12-13 of this Chapter and will be required to complete a permit application as set forth in this Section. The permit fee shall be doubled for a sign that is installed without a permit. The permit application shall be reviewed by the Building Commissioner, Plan Commission, Historic Preservation Commission, and/or the City Council, as required by the Geneva City Code. Any sign that does not comply with the provisions of this Chapter shall be brought into compliance with the provisions of this Chapter.



## Hold Harmless and Indemnity Agreement

(Business Owner) \_\_\_\_\_ will defend, indemnify, keep and hold harmless the City of Geneva, its Elected Officials, employees, and agents from all damages, judgments, expenses (including reasonable attorney fees) suffered because of the injury or the death of any person or persons, or because of damage to property that may arise out of, or as a consequence of A-frame signage for (Name of Business) \_\_\_\_\_ located on City of Geneva property at \_\_\_\_\_.

\_\_\_\_\_  
Name of Business Placing A-Frame Sign on  
City Property

\_\_\_\_\_  
Business Owner

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness



**CITY OF GENEVA**  
**BUILDING DEPARTMENT**  
**109 JAMES STREET**  
**GENEVA, IL 60134**  
**630/262.0280**  
**pdf@geneva.il.us**

*For Office Use Only*

**PERMIT NUMBER** \_\_\_\_\_

**BIN NUMBER** \_\_\_\_\_

**APPLICATION FOR PERMIT**

**PROJECT ADDRESS**

**APPLICANT**

Check here if applicant is property owner

Name \_\_\_\_\_

Address \_\_\_\_\_  
City State Zip

Email \_\_\_\_\_ Phone \_\_\_\_\_

**PROPERTY OWNER**

Name \_\_\_\_\_

Address \_\_\_\_\_  
City State Zip

Email \_\_\_\_\_ Phone \_\_\_\_\_

**CONTRACTOR**

Name \_\_\_\_\_

Address \_\_\_\_\_  
City State Zip

Email \_\_\_\_\_ Phone \_\_\_\_\_

Roofing License \_\_\_\_\_ Plumbing License \_\_\_\_\_

**BUILDING TYPE**

- Residential
- Commercial
- Other

**TYPE OF WORK - GENERAL**

- Change of Tenant
- Remodel
- New construction
- Addition
- Demolition
- Other

**TYPE OF WORK - SPECIFIC (Check all that apply)**

- Driveway/Parking
- Sidewalk
- Basement/Attic
- Kitchen/Bath
- Replace Windows
- Roof/Siding
- Sign/Awning
- Irrigation System
- Fence
- Patio
- Shed
- Deck
- Electric
- Plumbing
- HVAC
- Other

**DESCRIPTION OF WORK**

*Applications will not be accepted without supporting documentation, attach additional sheets and submit plans/drawings, plat of survey, etc. as needed to illustrate proposed work*

**HISTORIC PRESERVATION**

Is subject property located in the Historic District or a Historic Landmark? Historic Preservation Commission review is required for exterior improvements.

Yes  No

**ZONING**

What zoning district is the property located in? \_\_\_\_\_

Is the use permitted at this location?  Yes  No

Is a variance needed?  Yes  No

**PROJECT COST**

What is the estimated project cost? \_\_\_\_\_

**I HEREBY CERTIFY THAT I AM THE OWNER OF RECORD OR THAT THE PROPOSED WORK IS AUTHORIZED BY THE OWNER OF RECORD; THAT I HAVE BEEN AUTHORIZED BY THE OWNER TO MAKE THIS APPLICATION AND TO SCHEDULE ALL NECESSARY INSPECTIONS AS AN AGENT, AND THAT I AGREE TO CONFORM TO ALL APPLICABLE CODES, LAWS, AND ORDINANCES OF THE CITY OF GENEVA.**

Signature \_\_\_\_\_

Date \_\_\_\_\_

*For Office Use Only*

**FEEES**

**ROUTING**

Building Permit Fee \_\_\_\_\_  
 Fire Department Fee \_\_\_\_\_  
 Plumbing Fee \_\_\_\_\_  
 Public Works Fee \_\_\_\_\_  
 Tree Preservation Fee \_\_\_\_\_

Engineering \_\_\_\_\_  
 Fire \_\_\_\_\_  
 Electric \_\_\_\_\_  
 City Engineer \_\_\_\_\_

Historic Preservation \_\_\_\_\_  
 Tree Preservation Review \_\_\_\_\_  
 Planning/Zoning \_\_\_\_\_  
 First Inspection Services \_\_\_\_\_

**TOTAL FEES** \_\_\_\_\_