



Village of Round Lake Building Department

442 N. Cedar Lake Road Round Lake, IL 60073
Ph. 847-546-0963 Fax 847-546-1872
www.eroundlake.com

S I G N A G E R E G U L A T I O N S

A building permit from the Round Lake Building Department is required for all sign installations.

No change to the approved plans is authorized without prior written approval by the code official and only the construction indicated on the attached plans is authorized by the issuance of this permit. Building permits expire 180 days from the date on the permit.

Permit application checklist:

Submit to the Round Lake Building Department for review:

- Building permit application which includes name, address and phone number of applicant.
- Plat of survey indicating position of the sign on a zoning lot, if applicable.
- Two color copies of the sign plans with detailed drawings and specifications including electrical connection, method of construction and attachment to the building, (superimposed on the building) or in the ground, including sign dimensions.
- Name of person, firm, corporation or association erecting or designing the sign, including certificate of liability insurance and appropriate electrical license.
- Written consent of the legal owner of the building, structure or land to which or on which the sign is to be erected.
- For any structure that overhangs any public property, or public right-of-way (ROW), a ROW permit, hold harmless agreement and insurance policy in a form acceptable to the village attorney.
- If required by the building department, a copy of engineer approved specifications 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 codes and ordinances of the village.

Additional information can be found on the Village website at www.eroundlake.com under Resources, Community/Economic Development, Other, Appearance Code.

Required Inspections:

1. Final sign and electrical connection unless otherwise noted on issued permit.

It is the contractor's and ultimately the owner's responsibility to know the village code provisions. The owner or his agent is responsible for constructing all permitted work in compliance with village codes. Failure to identify any aspect of the proposed design not in compliance with the village code during plan review does not relieve the owner of the obligation to achieve full village code compliance. The Code Official cannot list all code sections on the drawings or documents.