

DEPARTMENT OF BUILDING AND
ZONING
OF COOK COUNTY, ILLINOIS

Timothy P. Bleuher
COMMISSIONER OF BUILDING AND ZONING
OF COOK COUNTY



County Administration Building
69 W. Washington, Suite 2830
Chicago, IL 60602-3169
TEL (312) 603-0500
FAX (312) 603-9940
TDD (800) 526-0857

<http://www.cookcountyil.gov/building-and-zoning>

ADVERTISING SIGNS AND IDENTIFICATION DEVICES PERMIT REQUIREMENTS

Please address the following requirements with respect to your permit application. The department of Building and Zoning now requires digital submissions for all applications and supporting documents. Applicants that have digital files 10MB or less are required to email their submittals to: Intake.bnz@cookcountyil.gov. If your submittal is larger, we accept an electronic copy on flash drive or CD (PDF format). Once you receive your permit review number, please submit by mail the deposit fee (1/10th of 1% of the estimated cost of work or \$25.00 whichever is greater). Checks (with the permit review number noted) should be mailed to the department at the address above, and made payable to the **Cook County Collector**.

When the permit has been reviewed and completed, you will be notified of any deficiencies and the balance due. After payment has been received, your permit will be issued and mailed or emailed to you.

1. All sign companies must be registered and bonded with Cook County.
2. Complete the application in its entirety where applicable. Be sure to print your name, address, phone number and include the property index number in the lower left-hand corner. Be certain to indicate, on the application, if your property is served by well and septic or water and sewer.
3. Plat of survey less than five years old; sealed and certified by an Illinois Registered Land Surveyor.
4. Submit one (1) digitized, detailed, signed and sealed architectural drawing of the proposed sign and a detailed sketch and/or rendering of the sign, certified by an Illinois Registered Architect or Structural Engineer, if applicable.
5. Submit one digitized (1) site plan showing location of the sign with dimensions from sign to all lot lines.
6. One digitized copy of the lease.
7. Submit a signed letter of intent from registered electrical contractor if the sign is illuminated.
8. Submit complete electrical specifications of sign (if illuminated)
9. 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. Tim Hoesli, Program Manager, State wide Sign Board Control at 217-785-0808. <http://www.dot.il.gov/landacq/billboards.html>

For digital submission of application and supporting documents, please refer to our web site:

<http://www.cookcountyil.gov/building-and-zoning>

Important Links:

[Procedures for the New Permitting Processing System](#)
[Cook County Building Permit Application](#)