

SIGNAGEWALL and SITE
ELECTRIFIED and NON-ELECTRIFIED
DIGITAL MESSAGE and BILLBOARDS**City of Aurora**
Development Services Department
Division of Building and Permits
77 S Broadway
Aurora, IL 60505

APPLICATION #: _____

Total Fees: _____ Submittal Date: _____
Online Portal: <https://auro-trk.aspgov.com/etrakit/> Phone: 630.256.3130 Website: www.aurora-il.org

Property Address: _____ Unit/Suite #: _____

Owner Information (all fields required) Additional Contact Info Applicant Tenant Property Mngr

Name: _____ Name: _____

Address: _____ Address: _____

Phone: _____ Phone: _____

Email: _____ Email: _____

ACKNOWLEDGEMENT OF APPLICATION ONLY

This is an application only. Completion of this application does **NOT** entitle the commencement of construction. I, (the applicant) agree to conform to all applicable laws of the City of Aurora. I also agree that all work performed will be in accordance with the plans and specifications as set forth in the approved permit. I understand that the approval of this application and issuance of a permit does not preclude the need to comply with all applicable laws and ordinances. I agree to hold harmless and indemnify the City of Aurora for any claim against the City as the result of any act of commission or omission by or on behalf of the undersigned, his/her agent, principle, contractor, subcontractor or supplier. I the undersigned am the Owner or a duly contracted representative of the owner of said property. As part of this application process, I affirm that all the information herein is true and correct to the best of my knowledge. I authorize the City of Aurora to make any reasonable inspections of the property as part of the application and permit process.

Owner Contractor Representative Role: _____

Name: _____ Signature: _____

DESCRIPTION OF WORK

GENERAL SIGN INFORMATION

Is this part of a new or remodel construction project: Yes No If yes, provide the permit number: _____

Type of Sign: Wall Sign Site Sign Digital Message Board Digital Billboard Temporary Sign (Dates Requested: _____)

(If multiple signs of the same type at the same location, then they may be submitted on one permit application, we will require all submittal documents for each sign as part of application)
(If submitting signs of different types, each must have its own application)
(If submitting a digital billboard or message board must applicant must complete all portions of the second page of this application under the DIGITAL BILLBOARD INFORMATION)

Replacement sign or a new sign: Replacement New Quantity of Signs: _____

Is this sign electrified: Yes No If yes, is it on an existing code compliant circuit with disconnect: Yes No N/A

GENERAL REQUIREMENTS, CONDITIONS and ITEMS for SUBMITTAL

- Reference the "[Submittal Requirements, Application Timeframes and Inspection Contacts](#)" handout for quantity of items to submit with completed application
 - Provide shop drawings indicating all pertinent dimensions
 - Provide complete electrical plans as required with one-line service diagrams indicating all components and sizing
 - Signage should be listed and labeled by a nationally recognized testing laboratory per City of Aurora Ordinance 12-43
 - Signage shall have a means of disconnect within sight of the sign or a remotely located disconnect capable of being locked in the open position (per NEC)
 - For Wall Signs
 - Building wall elevations including all exterior openings, signage and heights including the roof line
 - For Site Signs
 - Plat of Survey or dimension Site Plan with setback information and dimensions indicating location of the sign. If the sign is for a digital billboard also include setback to the abutting roadways and the location and distance of any adjacent digital billboard.
 - Indicate if the signage is on private property and that setback is equal to the tallest dimension of the sign height unless otherwise restricted by a PDD
 - Copy of signage restrictions in a PDD district
 - Structural plans and sections for monument signs that indicate materials and dimensions.
 - Landscape plan indicating the location of plantings, the number of plantings, and the type of plantings that is being provided around the sign
 - For Temporary Signs
 - Dates for use, as the maximum allowable is fourteen (14) consecutive days, twice a year
 - Limited to one (1) inflatable, balloon, streamer or banner sign **OR** two (2) feather flags

APPLICABLE CODES AND ORDINANCES

2014 National Electrical Code

2015 International Building Code
[Aurora Sign Ordinance](#)

2015 International Zoning Code

Application Fee is due at time of submittal.

COST OF WORK: _____

CONTRACTOR INFORMATION

SIGNAGE CONTRACTOR INFORMATION

ELECTRICAL CONTRACTOR INFORMATION

City of Aurora Registration #: _____

Business Name: _____

Contact Name: _____

Address: _____

City, State, Zip: _____

Phone: _____

Email: _____

City of Aurora Registration #: _____

Business Name: _____

Contact Name: _____

Address: _____

City, State, Zip: _____

Phone: _____

Email: _____

DISCLAIMER ABOUT SIGNAGE NOT PERMITTED (UPDATED AS OF 2022)

The following are examples of prohibited signs that will not be permitted, but please see ordinance for full listing: Pole Signs, LED Storefront Signs, String Lights or Rope Lights in windows, Tri-Vision Boards, Non-digital billboards, Graffiti, Snipe Signs, Vehicular Billboard Signs, Moving or Revolving Signs, Beacon Lighting, Roof Signs, Murals and Kiosks.

DIGITAL MESSAGE BOARD INFORMATION AND REQUIREMENTS (ORDINANCE 41.IV.15)

- A photometric plan indicating the lighting levels of the digital message board or digital billboard as measured in Section 41-15 and 41-16
- A copy of the liability insurance covering personal injury and property damage in an amount pursuant to Section 25-300 herein.
- Internal security policy and procedures that control the sign, upon city's request

REGULATIONS:

- Digital message boards are only permitted as an integral part of the design of ground signs, excluding subdivision signs, and shall only be permitted on the bottom or the right side of the sign.
- Area of the Digital message board shall not constitute more than fifty (50) percent of the area of such sign and includes any other electronic message.
- Dwell time for the digital message must remain static (no animations or full motion video) for a minimum of ten (10) seconds and the transition from one message to another shall be instantaneous. No portion of the message may blink, flash, scroll, or change in illumination intensity.
- No speakers or other audio systems shall be attached to the digital message board, and no audio presentations shall emanate from the digital message board.
- All digital message boards shall have automatic dimmer software or solar sensors to automatically adjust the illumination of the sign as the ambient light changes throughout the day and at no time shall a digital message board exceed a brightness level of three tenths (0.3) foot candles over ambient levels as measured using a foot candle meter. Light measurements shall be taken with the meter aimed directly at the sign face, or at the area of the digital message board emitting the brightest light if that area is not the sign face, at the following distances:
 - A digital message board that is zero (0) to one hundred (100) square feet in area shall be measured one hundred (100) feet from the area being measured.
 - A digital message board that is over one hundred (100) square feet in area shall be measured one hundred and fifty (150) feet from the area being measured.

DIGITAL BILLBOARD INFORMATION AND REQUIREMENTS (ORDINANCE 41.IV.16)

- A photometric plan indicating the lighting levels of the digital message board or digital billboard as measured in Section 41-15 and 41-16
- A copy of the Illinois Department of Transportation permit and registration, if applicable.
- A copy of the liability insurance covering personal injury and property damage in an amount pursuant to Section 25-300 herein.
- Internal security policy and procedures that control the sign, upon city's request

REGULATIONS:

- Digital billboards are only permitted in non-residential districts when located within five hundred (500) feet from the edge of the Tollway right-of-way in the city. The width of the permitted area shall be five hundred (500) feet north of the northern edge of the Tollway right-of-way and five hundred (500) feet south of the southern edge of the Tollway right-of way, within the city.
- Area of the Digital billboards shall not exceed twelve hundred (1,200) square feet in area. Digital Billboards shall not exceed sixty (60) feet above grade of the Tollway intended to be viewed from and shall not exceed sixty (60) feet in length.
- Dwell time for digital message must remain static (no animations or full motion video) for a minimum of ten (10) seconds and the transition from one message to another shall be instantaneous. No portion of the message may blink, flash, scroll, or change in illumination intensity.
- No digital billboard shall be illuminated by any exposed tubes or bulbs, strobe or incandescent lamp or floodlights, nor shall any digital billboard incorporate any reflective device.
- No speakers or other audio systems shall be attached to the digital message board, and no audio presentations shall emanate from the digital message board.
- Exposed backs of signs, poles and other support structures shall be required to be painted or shielded to minimize adverse visual impacts, present a finished appearance and to improve the visual aesthetic.
- All digital billboards shall have automatic dimmer software or solar sensors to automatically adjust the illumination of the sign as the ambient light changes throughout the day and at no time shall a digital message board or digital billboard exceed a brightness level of three tenths (0.3) foot candles over ambient levels as measured using a foot candle meter. Light measurements shall be taken with the meter aimed directly at the sign face, or at the area of the digital message board or billboard emitting the brightest light if that area is not the sign face, at the following distances:
 - A digital billboard that is zero (0) to one hundred (100) square feet in area shall be measured at a distance of one hundred (100) feet from the area being measured.
 - A digital billboard that is one hundred and one (101) to three hundred and fifty (350) square feet in area shall be measured at a distance of one hundred and fifty (150) feet from the area being measured.
 - A digital billboard that is three hundred and fifty-one (351) to six hundred and fifty (650) square feet in area shall be measured at a distance of two hundred (200) feet from the area being measured.
 - A digital message board or digital billboard that is over six hundred and fifty (650) square feet in area shall be measured at a distance of two hundred and fifty (250) feet from the area being measured.