

Sign Permit FAQs

The purpose of the sign permit is to allow the construction, enlargement, relocation or alteration of signage in the City of Bloomington. The standards promote the reasonable and orderly display of signs to protect public health, safety, investments and welfare. The sign regulations focus on the size, placement, and location of signs. The regulations are not intended to control message content.

Code Requirements:

Bloomington City Ordinance, Chapter 3, Section 3.7

Available online at:

<http://www.cityblm.org/government/codes-ordinances/city-code>

What kinds of signs are allowed?

The Sign Code regulates the size, number, and types of signs by zoning districts. Sign standards by zoning district begin in Chapter 3, Section 4. Each type of sign has separate regulations, which can be found in Chapter 3, Section 5. However, no sign may be greater than 300 square feet.

What is the zoning of my property?

To determine the zoning of your property, please visit the official zoning map online at

<http://www.cityblm.org/government/departments/planning-zoning>. *If you have additional, questions*

please contact the Planning Division at (309) 434-2226.

Are there regulations for signs in historic districts?

Yes, signs requiring a permit and located in districts zoned S-4, Local Historic District may require approval by the Historic Preservation Commission before a permit can be issued.

What signs are not allowed?

The City of Bloomington prohibits several types of signs, such as flashing signs and motion picture signs. Prohibited signs are described in Chapter 3, Section 6.

Where can I put my sign?

All signs must be located on private property. The City does not allow the placement of signs on public property, in the right-of-way, or in utility and drainage easements. Also, signs should be located to allow visibility at the intersection of streets and drives.

Are permits required?

Yes, but some signs do not require a sign permit.

Chapter 3, Section 8 provides a list of exemption.

Some signs may still require a building or electrical permit.

How do I get a sign permit?

A sign permit application is required for new or altered signs on a property. Staff will review the application for compliance with the requirements of the sign code. The following information is required with the permit application:

- *Sign permit application*
- *Number and size of existing signs on the property*
- *Site plan (to scale) showing the location of existing and proposed signs.*
- *Elevations and renderings describing materials and dimensions of proposed signs. Plans for larger signs, awnings, and marquees may need to be stamped by a Structural Engineer Certified in the State of Illinois.*
- *Description of electrical components*

In addition to the application, the following permits may also be required:

- *Building Permit*
- *Electrical Permit*
- *Federal Aviation Administration (FAA) Approval*
- *Illinois Department of Transportation (IDOT) Approval*

Can I install the sign myself?

The City requires a registered sign contractor. For information about registering, please contact the Community Development Department.



Community Development Department
 115 E Washington St. Suite 201
 Bloomington, IL 61701
 (309) 434-2226
comdev@cityblm.org

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How much do sign permits cost?

The sign permit fee is based on the size of the sign and the estimated cost of work. Chapter 3, Section 3.10

Cost of Improvement	Fee
Less than \$1000.00	\$15.00 plus \$0.26 per square foot of sign area
Between \$1,000.00 and \$10,000.00	\$14.00 plus \$8 per thousand of estimated cost over \$1000.00 plus \$0.26 per square foot of sign area
Greater than \$10,000.00	\$87.00 plus \$5 per thousand of estimated cost over \$10,000.00 plus \$0.26 per square foot of sign area

When is a building or electrical permit required?

Work requiring the addition or alteration of the electrical system will require an electrical permit. Building permits are required for awnings, and may be required for certain roof signs, pole or pylon signs, or marquees. Permit applications are available at the Building Safety page on the City of Bloomington Website.

When might I need an FAA airspace study?

The erection or alteration of signs taller than 20ft and located within 20,000 ft of an airport runway, or work that may involve the use of a crane, could require an airspace study. For more information regarding FAA approval, please contact the Central Illinois Regional Airport at (309) 663-7384 or visit their website at www.cira.com.

When do I need an IDOT permit?

The Illinois Department of Transportation requires a permit for all off-premise/outdoor advertising signs (i.e. billboards) that advertise along a state route. Information about permitting is available on IDOT's website at www.idot.illinois.gov/doing-business/permits/outdoor-advertising

How long will it take to review my application?

If all of the information needed is submitted with the application, we will usually contact you within five to ten business days to let you know that the application is approved or that more information is needed.

How do I get an inspection?

Once the sign is installed, please contact the Community Development Department at (309) 434-2226 to schedule an inspection.

Do temporary signs need a permit?

Some temporary signs like banners, pendants, and gas-filled balloons are allowed with a temporary sign permit. Temporary permits are valid for a 30-day period in a calendar year and cost \$20.00 per sign. Banners are limited to 30 square feet.

How long is my permit valid?

Permits are valid for three (3) months. If the sign has not been installed within 3 months, the permit will expire and the City will need to review a new application.

Who should I contact if I have questions?

If you have additional questions about the sign regulations, please contact the Planning Division at the City of Bloomington.

115 E. Washington St.
 Suite 201
 Bloomington, IL 61701
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For questions about building and electrical permits or for more information on the Building Code Requirements please contact the Community Development Department or visit the City of Bloomington website at <http://www.cityblm.org/government/departments/building-safety>