



**VILLAGE OF ELM GROVE  
BUILDING BOARD  
SUBMITTAL CHECKLIST**

**BUSINESS SIGNAGE**

**(Required for all permanent signage for businesses,  
including changes to existing permanent signs)**

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**The following items must be received at Village Hall by 4:30 PM, at least fourteen (14) days prior to the desired Building Board meeting.** The Village will not schedule an item for Building Board unless all items are received by this deadline.

Please note, the applicant or a representative of the applicant must attend the Building Board meeting to present the plans and respond to questions from the Building Board. If no one is present to speak on behalf of or make decisions related to an agenda item, board action may be deferred until the next regularly scheduled meeting.

**1. Sign Rendering**

- Scaled elevation of all impacted areas.
- Scaled rendering should clearly illustrate the dimensions, information to be displayed on the sign, colors, and number of faces of the sign.
- Specification sheets, brochures, photos, and other materials should also be submitted to supplement the depiction of the sign.
- Site plan (for signage not attached to the building) showing the location of the subject sign, together with distance from railroad tracks, streets, highways, structures and property lines.
- 14 hard copies on 11' x 18', 1 copy no smaller than 1/8" = 1'

**2. Building Business Sign Permit Application – Submit 1 Copy**

**3. Building Board Worksheet – 1 Copy.**

**4. Building Permit Application –1 Copy.**

**5. Building Permit Addendum –1 Copy.**

**6. Building Board Submission Fee – \$50.00 to be paid at the time of submission.**

**7. Digital copy of all documents – Email to Zoning & Planning Administrator.**

**8. Sample of all materials and colors – To be brought to Building Board Meeting.**