

Permit # _____



TEMPORARY SIGN

Building & Code Enforcement Division
200 S Fourth Street - DeKalb, IL 60115
Phone: (815) 748-2070

Call Julie at 1-800-892-0123 (operates 24 hours a day, 365 days a year)

TEMPORARY SPECIAL EVENT SIGN PERMIT APPLICATION

LOCATION OF TEMPORARY SIGN OR BANNER

Please provide the address → → →

SPECIAL EVENTS - *Certain temporary street signs and devices may be permitted for promoting special community activities, subject to the following provisions:*

- ✓ A written request must be submitted to the Community Development Director or his/her designee seven (7) days prior to the date of the event; and,
- ✓ Special permit must be approved by the Community Development Director or his/her designee; and,
- ✓ A Picture of the Sign or Banner - as well as a Site Drawing showing the placement; and,
- ✓ Temporary Sign Permits shall be limited to a **fourteen (14) consecutive day maximum exposure period**. The issuance of a temporary sign permit shall not exceed **six (6) times per calendar year** per sponsor.
- ✓ Maximum size of 40 square feet for a Sign or Banner (except for Big Box Stores).
- ✓ Non-profit organizations can receive permission, via permit, for off premises temporary sign approval with **written permission from the property owner** of the proposed off-premises site where said temporary sign is to be located.

TYPE OF SIGN	SIGN DIMENSIONS	REASON FOR SIGN
Banner	X	
Flag	X	
Sign	X	
Other	X	

DATES TO BE DISPLAYED	FROM	TO	FROM	TO

APPLICANT

Applicant / Business Name: _____

Business Address: _____

Phone: _____ Email address: _____

REQUIRED

PERMIT APPLICATION PICTURE SHOWING WHERE SIGN / BANNER TO BE PLACED

PICTURE OF SIGN / BANNER PERMISSION FROM OWNER (IF APPLICABLE)

APPLICANT SIGNATURE: X **DATE:** _____

Definition of a Temporary Sign: Temporary signs shall include any sign, banner, pennant, valance, or advertising display constructed of wood, metal, cloth, canvas, light fabric, cardboard, wallboard, or other light material, with or without frames, where either by reason of construction or purpose the sign is intended to be displayed for a short period of time only. (ORD 08-52)

Permit Fee: \$10 per 2 week period - Temporary Sign/Banner
Typical Temporary Sign / Banner Permits are issued "over the counter".

CITY OF DEKALB USE ONLY

APPROVED BY: _____

DATE: _____ FEE: _____