

Permit # _____



TEMPORARY SIGN

Building & Code Enforcement Division

164 E. Lincoln Highway - DeKalb, IL 60115

Phone: (815) 748-2070

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

TEMPORARY COMMERCIAL SIGN PERMIT APPLICATION

LOCATION OF SIGN INSTALLATION (provide address)

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 2008-52)

SUBMITTAL REQUIREMENTS

- ☐ PERMIT APPLICATION ☐ SITE PLAN INDICATING SIGN LOCATION
- ☐ IMAGE/DRAWING INCLUDING CONTENT

WHAT YOU NEED TO KNOW

✓ **Size & Quantity Requirements** - Maximum size of 40 square feet. Maximum height of 15'. There is no limit on the number of ground signs however a maximum of 40 sq ft per roadway frontage is allowed. Wall mounted temporary signs are limited to one (1) and may not extend above the roofline of the parapet of a building. **Roof mounted signs are prohibited. Displaying temporary commercial signs off-premises is prohibited.**

✓ **Location Requirements** - Must not be located in the sight distance triangle as defined in Article 7.10.

✓ **Number of Days Allowed** - Temporary sign permits shall be limited to a total of ninety (90) days per calendar year. If the temporary sign is not displayed concurrently for ninety (90) days, or if a new sign or banner is displayed, a new temporary sign permit application must be submitted.

TYPE OF SIGN (e.g. banner, flag, etc.)	SIGN DIMENSIONS	DATES TO BE DISPLAYED
	X	FROM TO
	X	FROM TO
	X	FROM TO
	X	FROM TO

APPLICANT

Applicant / Business Name: _____

Business Address: _____

Phone: _____

Email address: _____

APPLICANT SIGNATURE: _____

DATE: _____

CITY OF DEKALB USE ONLY

APPROVED BY: _____

DATE: _____

FEE: _____