

TEMPORARY BANNER

Village of Carol Stream

500 N. Gary Avenue, Carol Stream, IL 60188

Tel: 630-871-6230 Fax: 630-665-1064

CHECKLIST

Completed by Permit Applicant and reviewed by Community Development Staff at submittal.
Additional items required will be circled by Community Development Staff.

- _____ Completed **Application For Sign Permit**
- _____ Two (2) copies of the drawing of the proposed banner including its exact dimensions
and location

Completed by Community Development Staff:

- _____ All documentation required for the permit application has been submitted.
- _____ Items circled have not been properly submitted and we are returning your submittal
for completion of these items.

Building permit submittal checked by: _____

**For questions regarding building permit requirements for a Temporary Banner,
please contact the Village of Carol Stream Community Development Department
at (630)871-6230.**

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Temporary Banner Display Requirements

Location:

Banners must be **securely attached to a permanent building**. Banners must not be attached to ground signs, posts, utility poles, etc. Only one banner per street frontage is permitted.

Duration:

No more than 4 temporary banner permits per calendar year nor more than 4 weeks of display per permit, with a maximum of 8 weeks of display per calendar year.

Size:

Temporary Banners must be a maximum of 32 square feet in area.

Grand Opening or Help Wanted Signs:

Temporary banners that announce the grand opening of a business or an employment opportunity may be allowed in addition to other temporary banners. Please inquire at the Community Development Department at **871-6230** for further clarification.

Prohibited Sign Types:

Vehicle signs, portable trailer signs, "A-Frame" signs, pennants, streamers, balloons, inflatable shapes, searchlights, and other attention attracting devices are strictly prohibited.

Penalties:

Signs displayed without the proper permit may be subject to fines and an increased permit fee. Please ask for assistance at the Community Development Department.

-A Permit is Required Before Any Banner is Displayed-