



Village of Carol Stream

500 N. Gary Avenue, Carol Stream, Illinois 60188

Phone: (630) 871-6230	Fax: (630) 665-1064	Website: www. carolstream.org	E-mail: communitydevelopment@ carolstream.org
------------------------------------	----------------------------------	--------------------------------------------	------------------------------------------------------------

Permit Submittal Checklist and Process Temporary Special Event Signs

(not including banners installed by governmental agencies and not-for-profit organizations)

Note to applicants:

This handout is intended to assist applicants through the permit processes for temporary special event signage, including banners, business event signs and grand opening signs. All items listed under “items needed for a complete permit application” must be submitted. The applicant should review the “helpful tips” for common project requirements. Please note that incomplete applications can cause processing delays.

Items needed for a complete permit application:

- A completed Miscellaneous Commercial, Industrial, Institutional, and Multiple-Family Residential Construction Permit Application (**Type E**).
- A completed Sign Permit Data Sheet with information regarding the proposed sign(s).
- Two copies of a drawing of the proposed signage items, including exact dimensions and proposed text.
- A site plan showing the location on the property where the signage items will be installed.
- The sign permit fee of \$90, plus \$10 per each type of signage item used, payable when the permit application is submitted.

Helpful tips – Banners:

- One temporary banner per street frontage is allowed. Properties with frontage on multiple public streets may have a banner facing each public street.
- Temporary banners may be a maximum of 32 square feet in area.
- Banners must be securely attached to the building or to posts. Banners may not be attached to ground signs, utility poles, traffic control signs, trees or vehicles. Banners affixed to posts must also comply with the following regulations:

Permit Submittal Checklist and Process

Temporary Special Event Signs

- ✓ The posts must be set back at least five feet from all property lines;
 - ✓ The posts may not be installed within the 25-foot sight distance triangle;
 - ✓ Before installation of the posts, the applicant must arrange to have JULIE (Joint Utility Locating Information for Excavators) mark the location of buried utilities on the property. JULIE can be reached by dialing 811 or 800-892-0123;
 - ✓ Posts must be installed to a depth of at least 30 inches into the ground and must remain perpendicular to the ground for the duration of the banner display event;
 - ✓ Banners must be maintained in good condition, must not hang loosely, must maintain 18 inches of clearance above the ground, and must remain securely affixed to the posts for the duration of the banner display event;
 - ✓ Posts or aboveground supports must be removed when the banner is removed.
 - ✓ The permit applicant is responsible for determining the location of the property pins prior to installation of the sign.
- A maximum of four temporary banner permits can be issued per calendar year.
 - Temporary banners may be displayed on a property for a total of eight weeks per calendar year. It is the applicant's choice as to how to allocate the eight weeks of banner display among the four banner permits that may be issued each calendar year.
 - An individual banner permit can be valid for a maximum of four weeks. The Village will issue banner permits for consecutive events, for example, two back-to-back four week banner displays; however, the applicant would need to submit a new permit application form and permit fee for the second four week period.
 - The applicant must indicate the number of weeks that the banner will be displayed on the Sign Permit Data Sheet. The banner may be installed on the date that the permit is issued. Community Development Department staff will inspect the property the day after the permit expires to verify that the banner has been removed.

Helpful tips – Business event signs:

- All businesses in the Business and Industrial districts are eligible to install temporary signage to advertise business events. A maximum of two 15-day business event sign permits can be issued per calendar year. Business event signage does not count toward the time conditions placed on other temporary signs.
- Business event signage may include temporary ground signs or banners, pennants, streamers, balloons and vehicle signs only, subject to the provisions set forth in §6-11-9(G) of the Sign Code. Following are general requirements for these types of signs:

Permit Submittal Checklist and Process ***Temporary Special Event Signs***

- ✓ *Temporary ground signs or banners*: Must comply with the size and installation requirements as noted above under “Helpful tips – Banners”.
- ✓ *Pennants, streamers and balloons*: Such signage may contain a message, if desired, and must be made of durable material and be securely fastened to a stable means of support on private property.
- ✓ *Vehicle signs*: Pennants, streamers and balloons must be securely fastened if attached to a vehicle. Vehicles used to display allowable signage must be located on the property in accordance with the sign placement requirements contained in §6-11-11.

Helpful tips – Business grand opening signs:

- All businesses in the Business and Industrial districts are eligible to install temporary grand opening signage for a one-time grand opening event for a maximum of 30 days. Grand opening event signage does not count toward the time conditions placed on other temporary signs.
- Grand opening signs may include temporary ground signs or banners, as well as specialty signage items subject to the provisions set forth in §16-11-9(F) of the Sign Code. Following are general requirements for these types of signs:
 - ✓ *Temporary ground signs or banners*: Must comply with the size and installation requirements as noted above under “Helpful tips – Banners”.
 - ✓ *Pennants, streamers and balloons*: Such signage may contain a message, if desired, and must be made of durable material and be securely fastened to a stable means of support on private property.
 - ✓ *Vehicle signs*: Pennants, streamers and balloons must be securely fastened if attached to a vehicle. Vehicles used to display allowable signage must be located on the property in accordance with the sign placement requirements contained in §6-11-11.
 - ✓ *Inflatable shapes*: Cannot exceed 25 feet in height, may contain a message, if desired, and must be securely fastened to a stable means of support on private property.
 - ✓ *Additional grand opening signage*: Signage determined to be similar to otherwise permitted signs are subject to review and may be approved by Community Development Department staff.

**Please do not hesitate to contact the Community Development
Department with any questions at (630) 871-6230 or
communitydevelopment@carolstream.org**

