

	<h2 style="margin: 0;">Village of Carol Stream</h2> <p style="margin: 0;">500 N. Gary Avenue, Carol Stream, Illinois 60188</p>		
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## Permit Submittal Checklist and Process Permanent Wall and Monument Signs

### Note to applicants:

This handout is intended to assist applicants through the permit processes for permanent 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 Commercial Permit Application (or apply online: [carolstream.org](http://carolstream.org)).
- For wall signs, include a copy of drawing of the proposed sign(s) with:
  - Exact dimensions and proposed text;
  - Dimensions of the façade upon which the signage is to be mounted;
  - Method of attachment;
  - Illumination type, if illuminated;
  - Electrical connection location and details, if illuminated.

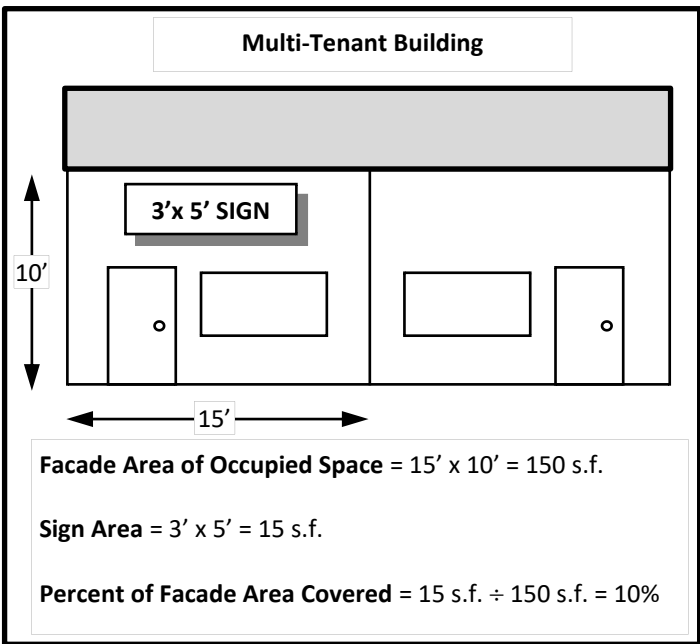
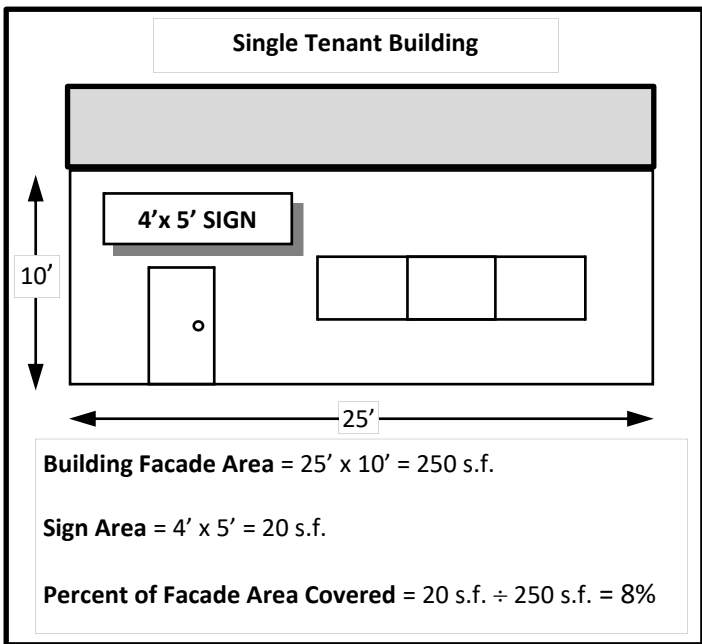
*\*Note: Box or cabinet style signs are prohibited.*
- For monument signs, include copy of drawing of the proposed sign(s) with:
  - Exact dimensions and proposed text;
  - A copy of a plat of survey or site plan showing the location of the sign(s) on the property in relation to property lines and driveways;
  - Illumination type, if illuminated;
  - Electrical connection location and details, if illuminated.
- The sign permit fee is payable when the permit application is submitted:
  - \$80 for a non-illuminated wall sign, plus \$20 per additional sign of the same type.
  - \$120 for a non-illuminated monument sign, plus \$20 per additional sign of the same type.
  - \$120 for an illuminated wall sign, plus \$20 per additional sign of the same type.
  - \$160 for an illuminated monument sign, plus \$20 per additional sign of the same type.
  - \$40 for a face panel change, plus \$10 per additional sign of the same type.

**Permit Submittal Checklist and Process**  
**Permanent Signs**

**Helpful Tips – Wall Signs:**

- Wall signs are limited to an area no greater than the percentage allowed per façade in each zoning classification.
- If there are multiple signs per façade, the area calculation shall include the total of each separate sign area. The wall space between each separate sign shall not be included in the calculation of total wall sign area.
- Single-tenant buildings are permitted one wall sign per lot frontage, and multi-tenant buildings are permitted one sign per unit frontage, along a public right-of-way or private access drive.
- Wall signs must be individually affixed, affixed to a raceway, or be printed, etched, or otherwise incorporated directly on the sign’s backing plate. Raceways and other supports should be consistent with the color of the wall which it should be mounted.
- Sign copy must have a minimum depth of two inches.
- Wall signs must not extend more than 12 inches from the building wall and shall not protrude above the highest roof line or above the top of the parapet wall or mansard roof. No wall sign shall cover any architectural features.

Wall Sign Area Limitations	
(*Sign Code contains additional regulations that may apply to the total area of signage allowed on any premises)	
Zoning Classification	Maximum Percent of Façade Area Covered
B-1, B-2, B-3, O-S, Industrial	10%
R-1, R-2, R-3, R-4	5%

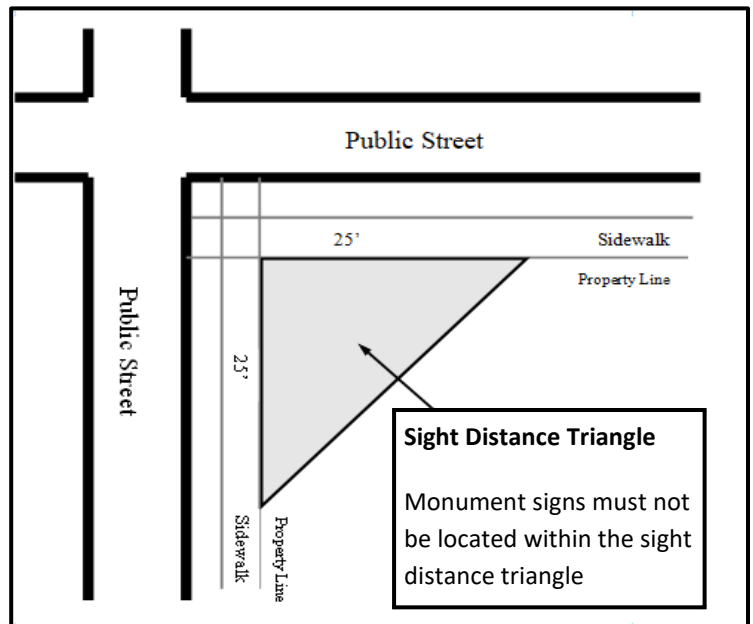
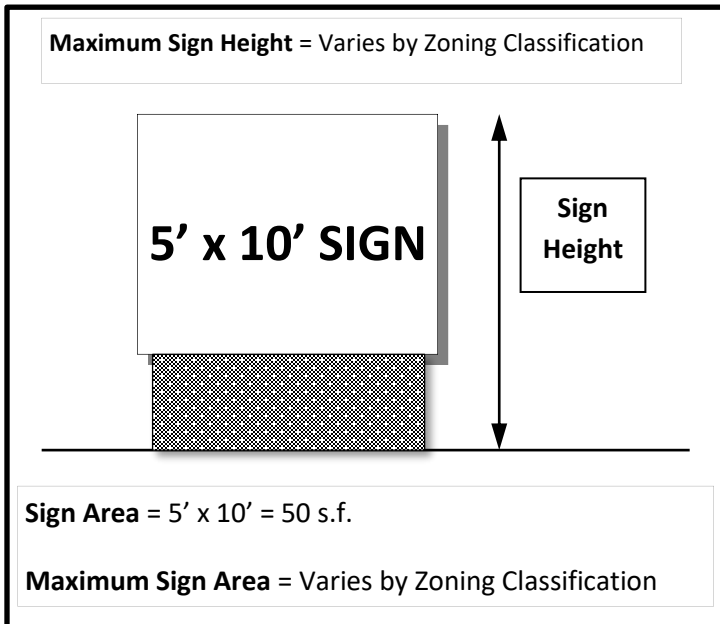


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**Helpful Tips – Monument Signs:**

- The maximum area of monument signage is established in each zoning classification.
- Sign area must be measured using the area which can wholly enclose the surface area of the sign. On a double-faced sign, only one side of the sign is included in the area calculations.
- The maximum sign height is measured to the highest point of the sign, from the crown of the street directly opposite the sign, or from the natural grade level directly below the sign, whichever is higher.
- Monument signs must be set back a minimum of five feet from all property lines, and must not be located within the 25-foot sight triangle of a corner lot. In addition, no monument sign should be placed at any location in such a manner as to obstruct the view of traffic.

Monument Sign Size Limitations		
(*Sign Code contains additional regulations that may apply to the total area of signage and height allowed on any premises, such as signage on the North Avenue Corridor)		
Zoning Classification	*Maximum Height	Maximum Area
R-1, R-2, R-3, R-4, B-1, B-2	6 ft.	72 sqft.
B-3 and O-S	10 ft.	72 sqft.
Industrial	10 ft.	96 sqft.



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