

PERMIT TERMS AND CONDITIONS

1. All facets of the proposed project shall comply with all applicable federal, state, and local laws, ordinances, codes, and regulations in performing the proposed work.
2. Each Contractor or Subcontractor must have current and valid License issued by, or Registration with the City of Countryside.
3. No Contractor or Subcontractor other than those identified to the City of Countryside in connection with this application shall be permitted to perform work on the job site.
4. No work shall proceed until a permit has been issued.
5. Once a permit has been issued the **APPLICANT SHALL BE RESPONSIBLE FOR ASSURING THAT ALL REQUIRED INSPECTIONS** are scheduled with the City of Countryside. Typical inspections for this type of project are:
 - Post-installation- verification of the installed signs and locations.
 - Final- verification that the signs have been removed at the end of the permit time.

A permit is required for all work not specifically exempted by the Building Code

Contractors and Subcontractors

Sign Installer: _____

Check preferred Phone: (____)____-____ Fax: (____)____-____ E-mail: _____

City of Countryside License #: _____

Liability Insurance #: _____ Expires: _____

Surety Bond #: _____ Expires: _____

Electrician: License # _____ **Other** _____

Name: _____ Name: _____

City: _____ City: _____

Other _____ **Other** _____

Name: _____ Name: _____

City: _____ City: _____

Will there be any other contractors or subcontractors on this project?

No Yes - Please use additional sheet.

Office Use Only

Permit Number _____

Approved By _____ Date _____ Total Fees _____

Permit Fees \$50 Bonds & Deposits _____ Date Paid _____



Special Event Sign Permit Application

Community Development Department

Phone: (708) 354-1860 www.countryside-il.org Fax: (708) 354-9029

ALL Balloons, Banners, Flags, Searchlights, Temporary Signs, or similar items are PROHIBITED in Business Zoning Districts by Ordinance 8-5-9, except those permitted by this Permit.

Today's Date: _____ P. I. N: _____ - _____ - _____ - _____

Name of Event: _____

Event Address: _____

(Including street number, street name, and unit number, where applicable)

Event Dates- From : _____ **(no more than 15 days) Through:** _____

Organizer: _____ **Phone:** _____

Organizer's Address (if different): _____

Previous Events This Year (200_____): _____ **Permit Number:** _____

_____ **Permit Number:** _____ _____ **Permit Number:** _____

Submittals: Please verify that you have provided 3 copies of all required information.

- 5" x 7"- Photo, Sketch, and/or Rendering for each item
- Description/Spec's/ Details- materials, attachments, dimensions, etc.
- Electrical Specifications and Details- if any electricity will be utilized.
- Plat of Survey/ Site Plan locating each item (Page 3 may be used)
- Fees, Bonds, and Deposits: \$ _____ **Check #** _____

I hereby certify that I have the legal authority to make this application, and all information provided in this application and any other information provided by me in support of this application, is true, complete and accurate to the best of my knowledge. I have read, do understand, and shall comply with all applicable terms and conditions required for this application,

INCLUDING REMOVAL OF ALL TEMPORARY ITEMS.

Applicant Signature: _____ **Date:** _____

Printed Name: _____ **Company Represented:** _____

Check preferred Phone: (____)____-____ Fax: (____)____-____ E-mail: _____

24 Hour Emergency Contact Person: _____ **Phone:** (____)____-____

Contractor Requirements (for each contractor):

- Contractor License/Registration,
 - o License - \$50/Calendar year (\$25 after July 1st)
 - o Electrical Contractors, tested and licensed by a licensing municipality shall register with City of Countryside – Registration is free of charge
- Contractor Surety Bond, - \$20,000, Original document must be submitted
- Contractor Insurance - \$1,000,000, City of Countryside as Certificate Holder

City of Countryside Ordinances

8-5-13: PERMITS AND FEE REQUIREMENTS...

D. Special Event Permit: It is recognized that special or extraordinary circumstances or events, such as grand openings, may warrant the temporary setting aside of the requirement of strict compliance with the existing sign regulations. To accommodate such circumstances a temporary "special event" permit is created and may be issued subject to the following:

1. Upon receipt of an appropriate application, the building commissioner is authorized to recommend that the clerk issue a temporary special event permit which will permit the use of such things as streamers, pennants, banners and searchlights, otherwise prohibited by this chapter.

2. Those things otherwise prohibited but permitted by any such permit will be limited to those which are specifically stated in the issued permit....

4. No special event permit shall be valid for a period in excess of fifteen (15) days...

6. No applicant (separate applicants on behalf of the same business or premises shall be considered the same applicant) shall receive more than four (4) special event permits within any calendar year. No special event permit shall exceed fifteen (15) days and no more than two (2) special event permits shall be issued to any applicant within any thirty (30) day period.

E. Fees; ...

5. Special Event: Fifty dollars (\$50.00).

8-1-5: BOND REQUIREMENTS:

D. Bond; Letter Of Credit: All applicants who are not also required to post a five thousand dollar (\$5,000.00) or more excavation restoration bond under section [7-1-5](#) of this code shall also post a cash or surety bond, or letter of credit approved by the city attorney, in the amount of five thousand dollars (\$5,000.00) ...

Site Plan – Please Include:

- o A labeled arrow pointing North
- o Identification of Each Temporary Item Proposed
- o General Overview of Streets and Surrounding Area
 - Motor vehicle traffic plan, including driveways, streets, alleys and sight lines.
 - Surrounding facilities & structures, including all structures on the premises
 - Pedestrian traffic plan, including headroom if signs are overhead
- o Protection Of City Property
 - Streets
 - Trees
 - Sidewalks
 - Right-of-way/Parkway