



Temporary Signage Guide

Permit Requirements

The following information must be filled-out on the Permit – Sign – Daily and Special Events application in order to approve the permit.

- Date of application Address of Structure Estimated Cost
- Project Description – Type of Signage and Purpose
- Property Owner's Name, Address and Phone Number General Contractor's Name, Address and
- Phone Number (Indicate "Homeowner or Business Owner is installing" if a contractor is not being used)
- Sign and Date Permit Application
- All permit applications submitted will require a review period of 3 to 5 business days.

* Signage may not be installed until a Temporary Permit is issued.

SPECIAL EVENTS

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:

- No special event permit shall be valid for a period in excess of forty (40) days.
- No applicant shall receive more than nine (9) special event permits within any calendar year. No special event permit shall exceed forty (40) days and no more than one special event permit shall be issued to any applicant within any fifty (50) day period.

FEE

- For applicants that have a valid Countryside business license but are not obtaining a permit to host an event of any kind, the first four (4) special event sign permits shall be issued without charge and thereafter each special event sign permit shall be fifty dollars (\$50.00).
- For applicants without a valid Countryside business license, each special event sign permit shall be fifty dollars (\$50.00) and shall be in addition to any permits and fees required for the event itself.
- Daily promotional signs:
 - A sign six (6) square feet or less is fifty dollars (\$50.00) per quarter
 - A sign thirty two (32) square feet or less is one hundred twenty five dollars (\$125.00) per quarter.
- Freestanding sign: Two hundred dollars (\$200.00) per sign.

PERMIT REVIEW

Permits take approximately THREE TO FIVE BUSINESS DAYS to process. The Community Development Department will notify the permit applicant by e-mail when the permit is ready. Permits can be picked up at the Countryside Municipal Complex or they can be paid for on-line and the permit card will be e-mailed to the applicant. Permit cards must be displayed prior to any work starting.

PERMIT EXPIRATION

The life of a permit – All permits require a call for inspection to insure the signage is removed at the end of the event.

- Special Event Permit – 40 Days
- Daily / Temporary Sign – Quarterly (March 31, June 30, September 30 and December 31)

CODE

City of Countryside Code Title 8, Chapter 5 as published on the web site of the city contains additional details relating to signage:

https://codelibrary.amlegal.com/codes/countrysideil/latest/countryside_il/0-0-0-21635

J.U.L.I.E.

Please call the Joint Utility Locating Information for Excavators (J.U.L.I.E.) at least 48 hours prior to any placement of signage into the ground. Please call 1-800-892-0123.

SIGNAGE TYPE GUIDE

The following are examples of types of temporary signage and if they are allowed under the City of Countryside Code Title 8, Chapter 5 sections 7 thru 11.

City Code further prohibits portable (Pin Signs) on public right-of-ways or parkways on all residential, commercial or industrial properties.

<p>Pin Signs</p>  <p>NOT ALLOWED</p>	<p>Attention Getting Device</p>  <p>NOT ALLOWED</p>	<p>Wind Wavers / Feather Flags</p>  <p>NOT ALLOWED</p>
<p>Pennants</p>  <p>NOT ALLOWED</p>	<p>Banners</p>  <p>ALLOWED WITH PERMIT</p>	<p>Ground Inflatable</p>  <p>ALLOWED WITH PERMIT</p>

ADDITIONAL INFORMATION

Any signage is found to be displayed without a Temporary Permit is subject to removal and disposal by Countryside Code Enforcement and repeat offenses may be subject to issuance of an Adjudicatory Citation. For additional information regarding temporary or special event signage you may contact the Community Development Department at (708) 354-1860 or Code Enforcement at (708) 485-2352 on Tuesday and Thursday between 8:30 AM and 4:30 PM and Wednesday between 8:30 AM and 12:00 Noon.