



# Daily and Special Event Sign Permit Application

Community Development Department

Phone: (708) 354-1860

www.countryside-il.org

Fax: (708) 354-9029

Permit Number: \_\_\_\_\_

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

Date: \_\_\_\_\_ Commercial Multi-Family Single-Family Condominium

Tax Bill w/ application / Property Identification Number: \_\_\_\_\_

Name of Event: \_\_\_\_\_ Event Address: \_\_\_\_\_  
(Including street number, street name, and unit number, city, state zip)

Organizer: \_\_\_\_\_ Organizer's Address (if different): \_\_\_\_\_

Previous Permit Numbers (this year): \_\_\_\_\_

|                          |  |                                  |
|--------------------------|--|----------------------------------|
| <b>Quarterly Events:</b> | Quarterly Fee:                               | <b>Special Event Dates From:</b> |
| Q1 - Jan - March         | < 6 Sq Ft = \$50.00 and > 6 Sq Ft = \$125.00 | _____ - _____                    |
| Q2 - April - June        |  |                                  |
| Q3 - July - Sept.        | Q4 - Oct. - Dec.                             |                                  |

**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. I also understand that I am responsible for all plan review and engineering fees, **INCLUDING REMOVAL OF ALL TEMPORARY ITEMS.**

**Applicant Signature:** \_\_\_\_\_ **Date** \_\_\_\_\_

**Printed Name:** \_\_\_\_\_ **Company Represented:** \_\_\_\_\_

**Phone:** \_\_\_\_\_  **Fax:** \_\_\_\_\_  **E-mail:** \_\_\_\_\_

Office Use Only

Permit Number \_\_\_\_\_

Approved By \_\_\_\_\_ Date \_\_\_\_\_ Total Fees \_\_\_\_\_

Permit Fees \_\_\_\_\_ Bonds & Deposits \_\_\_\_\_ Date Paid \_\_\_\_\_

**OTHER SIDE PLEASE** ⇨

## PERMIT TERMS AND CONDITIONS

**"Daily Promotional Signs" – Portable freestanding signs shall be permitted in business districts and are subject to the following (City Code 8-5-9):**

- 1) No more than 1 sign shall be permitted for each front side or portion of the business
- 2) Buildings/businesses with 50 linear front footage or less are limited to a maximum of 6 sq. ft.
- 3) Buildings/businesses with 51 linear front footage or more are limited to a maximum of 32 sq. ft.
- 4) Sign shall be located on the property in a manner not to create a visual obstruction
- 5) Sign shall be placed during normal business hours or no earlier than 6 AM and no later than 9 PM. and must be properly anchored.
- 6) Permits for daily signs are valid for a 3 Month period based on the yearly quarters.

**"Special Event Signs" shall conform to the following 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 Sub-Contractor must have a current and valid license issued by, or registration with the City of Countryside
- 3) No contractor or sub-contractor not identified in connection to this permit shall be permitted to work on the job site.
- 4) No work shall proceed until the permit has been issued and is properly displaced.
- 5) Once the permit is issued, the APPLICANT SHALL BE RESPONSIBLE FOR ASSURING THAT ALL REQUIRED INSPECTION are scheduled with the City. Typical inspections include:
  - a. Post installation – verification of the sign location
  - b. Final – verification of the signs removal at the end of the permit time.

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### Contractors and Subcontractors

**Sign Installer:** \_\_\_\_\_

**Address:** \_\_\_\_\_  
(Including street number, street name, and unit number, where applicable)

**Phone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_ **E-mail:** \_\_\_\_\_

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### Site Plan – Please Include:

- A labeled arrow pointing North
- Identification of Each Temporary Item Proposed
- 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.
- Protection Of City Property
  - Streets, Trees, Sidewalks, Right-of-way/Parkway

