



Naperville

APPLICATION FOR TEMPORARY SIGN PERMIT

Permit #: _____

Address of Sign: _____

Name of Business: _____

Contact Name & Phone Number at Business: _____

Property Owner Information:

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____

E-Mail: _____

Contractor Information:

Name: _____

Contact Person: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____

E-Mail: _____

Sign Information:

Type of Sign: Balloon Banner Other _____

Description of sign: _____

Size in Square Feet: _____ Dimensions: _____

Does sign / balloon contain any electric: No Yes (If yes, an electrical inspection is required)

Placement of sign: Attached to the building Secured to the ground

Dates to be displayed: _____

Important Information to Applicants, Property Owners and Sign Companies:

- Applications will NOT be accepted without all required supporting documents.
- Required supporting documents:
 - Rendering of the sign
 - Location drawing showing roadways, parking lots, buildings and location of sign including setbacks from the front property line
- Temporary signs may be displayed for 4 weeks (28 days) per calendar year. If a temporary sign is displayed for less than one week, it shall be counted as one week.
- Signs may not exceed thirty-two (32) square feet in size.
- Inflatables and balloon signage may not exceed twenty-five (25) feet in height.
- Temporary signs fronting a major arterial must be a minimum of ten (10) feet from the front property line. All other temporary signs must be a minimum of five (5) feet from the front property line.
- Temporary signs must be placed so as not to conflict with the sight-distance requirements of Title 6 of the Municipal Code or create a potentially dangerous situation.
- Portable signs (e.g. A-frame signs) are prohibited.

Required Signatures:

The undersigned agrees that the proposed sign, described in this application, for which this permit is applied for will be constructed in all respects in accordance with the plans and specifications submitted herewith, and in accordance with the provisions and regulations of the City of Naperville Municipal Code applicable thereto in force when construction is commenced and further agrees that in the event of any variance or conflict between the plans and specifications submitted herewith, and the provisions or regulations of said ordinances and/or codes pertaining to such construction, that the provisions or regulations contained in said ordinances shall govern and shall be followed.

Signature of Business Owner: _____ Date: _____

Signature of Applicant: (if different than above) _____ Date: _____

Internal Use Only:

Application Received	Initials: _____	Date: _____
Application Approved	Initials: _____	Date: _____
Permit issued	Initials: _____	Date: _____