



City of Naperville

APPLICATION FOR TEMPORARY SIGN PERMIT

All information must be completed / attached before an application will be accepted

(Office Use Only)
Permit #:

Address of Sign: _____
 Business/Tenant Name: _____
 Contact Name at Business: _____ Phone: _____

Property Owner Information:

Name: _____ E-mail: _____
 Address: _____ Lot/Suite #: _____
 City: _____ State: _____ Zip Code: _____
 Phone: _____ Fax: _____

Contractor Information:

Name: _____ Contact Person: _____
 Address: _____ Lot/Suite #: _____
 City: _____ State: _____ Zip Code: _____
 Phone: _____ Fax: _____
 E-mail: _____

Sign Information

Type of Sign: Balloon Banner Ground Wall Other: _____

Description of sign: _____

Sign Area (square feet): _____ sq. ft.

Sign Dimensions: _____

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

Placement of sign: Attached to building Secured to ground

Dates of sign display: _____

Supporting Documentation Required:

- Detailed color rendering of the temporary sign.
- Site plan/location drawing showing roadways, buildings, parking lots, the location of the business, and the exact location of where the proposed sign(s) will be installed.

Important Information to Applicants, Owners, and Sign Companies:

- Applications will NOT be accepted without all required supporting documents.
- Temporary signs may be displayed for a maximum of four (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 (7 days).
- Temporary signs shall not exceed thirty-two (32) square feet in size.
- Ground mounted temporary signs shall not exceed ten (10) feet in height, as measured from grade. Inflatables and balloon signs shall not exceed twenty-five (25) feet in height, as measured from grade. Wall mounted temporary signs shall not extend above the roofline or parapet of a building. Roof mounted signs are prohibited.
- Temporary signs shall be for temporary display and not permanently installed in the ground nor permanently affixed to a building, structure, wall or perimeter fencing.
- Temporary signs must be placed so as not to conflict with the sign distance requirements of Title 6 of the Municipal Code or create a potentially dangerous situation.
- The temporary sign permit application must be submitted in person at the T.E.D. Development Services counter, 1st Floor, Naperville Municipal Center, 400 S. Eagle Street. Please call the Planning Services Team at (630) 420-6100 – Option 5, if you have questions.
- Insuring the application is properly completed and all required supporting documents identified herein will assist in the review process and reduce delays.

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: _____ Date: _____

The application will not be accepted without all of the above signatures

Office Use Only:

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