



**BUILDING & PERMITS  
DEPARTMENT**

100 Parkers Mill • Oswego, IL 60543  
630-554-2310 • bzinfo@oswegoil.org

Received \_\_\_\_\_

PERMIT # \_\_\_\_\_

**Temporary Sign Permit Application**

<b>Permit Applicant.</b> <i>This person will receive all correspondence.</i>				
Name				
Address				
Email		Phone Number		
<b>Property Owner</b>				
Name				
Address				
Email		Phone Number		
<b>Sign Installer</b>				
Name				
Address				
Email		Phone Number		
<b>Subject Property.</b> <i>Property at which the sign(s) will be installed</i>				
Address				
PIN(s)				
<b>Proposed Temporary Sign #1</b>				
Sign Type	<input type="checkbox"/> Banner Sign	<input type="checkbox"/> Developer-Erected Sign	<input type="checkbox"/> Inflatable Device (Motor Vehicle Sales only)	
Sign Size	Sign Height		Sign Width	
	Height from Ground (Ground-mounted signs only)			
Display Period	Date Sign(s) Installed		Date Sign(s) Removed	
<b>Proposed Temporary Sign #2</b>				
Sign Type	<input type="checkbox"/> Banner Sign	<input type="checkbox"/> Developer-Erected Sign	<input type="checkbox"/> Inflatable Device (Motor Vehicle Sales only)	
Sign Size	Sign Height		Sign Width	
	Height from Ground (Ground-mounted signs only)			
Display Period	Date Sign(s) Installed		Date Sign(s) Removed	

**Certification**

This is an application only. Completion of the application does not entitle the commencement of construction. I the applicant agree to conform to all applicable laws of the Village of Oswego. I also agree that all work performed will be in accordance with the plans and specifications as set forth in the approved permit. I understand that the approval of this application and issuance of a permit does not obviate the need to comply with all applicable laws and ordinances. I agree to hold harmless and indemnify the Village of Oswego for any claim against the Village as the result of any act of commission or omission by or on behalf of the undersigned, his/her agent, principle, contractor, subcontractor or supplier. I certify that I have received permission from the property owner to post the temporary sign(s) requested herein.

Applicant Signature		Date	
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### Submittal Requirements

The following documents/exhibits shall accompany a Sign Permit Application. **Applications submitted without the requirements listed below cannot be reviewed.** Note, all signs shall be in substantial compliance with the Village Code. Applications and required materials should be submitted to [BZinfo@oswegoil.org](mailto:BZinfo@oswegoil.org) or mailed to/dropped off at Village Hall (100 Parkers Mill, Oswego, IL, 60543).

1. Location Map: Site plans showing the position of the sign(s) in relation to nearby structures and right of way. Signs must be completely on the subject property.
2. Construction Plans: Specifications showing the methods of construction, support, and all dimensions of the sign(s).
3. Elevation Photos/Sketches: Showing all exposed surfaces of the sign(s) and all proposed messages or representations thereupon, accurately represented as to shape, size, proportion and color.

Staff may request additional information in order to verify compliance with Village Code. The information below is provided as guidance for the items that must be included as part of a temporary sign permit application. They are for illustrative purposes only and are not to scale. Hand drawn sketches may be acceptable.

Requirement	Example
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**Location Map**

Site plans showing the position of the sign(s) in relation to nearby structures and right of way. Signs must be completely on the subject property.

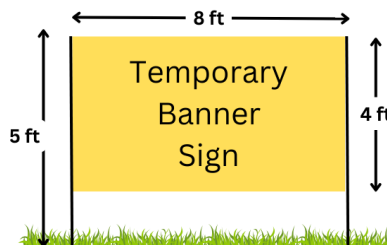
Please use a plat of survey or aerial with parcel lines (such as one from <https://maps.co.kendall.il.us/mapviewer/>).



**Construction Plans**

Specifications showing the methods of construction, support, and all dimensions of the sign(s).

Please include details on how sign(s) will be safely secured to the ground and/or wall.



**Elevation Photos/Sketches**

Showing all exposed surfaces of the sign(s), accurately represented as to shape, size, proportion and color.

Dimensions of the sign(s) should be labeled. Elevations from Google Street View are acceptable.



## Temporary Sign Requirements

### General Requirements

- Temporary signs must not be illuminated.
- No sign may block any required access way, window, fire escape, door, or other entrance or exit way, nor any window surface required for ventilation by the Village Code.
- No sign shall be erected or displayed within the public right-of-way.
- Off-premise signage is not permitted within the Village. All signs constructed within the Village shall be located on the property in which the construction, business and/or use is taking place.
- **Feather flags are not allowed.**

### Banner Signs

Who can apply	Non-residential uses (businesses, property owners)	
What type of sign	Banner Sign	
Where	Minimum 1 foot from property line	
	Uses that do not have an electronic message sign or changeable copy sign Entirely within the zoning lot of the business/activity	
Maximum Number	1 banner sign per business	
Maximum Size	32 square feet in area, 10 feet in height	
Display Period Length	15 Days	
Display Periods per Calendar Year <i>Permits may run consecutively</i>	All Zoning Districts, except D-1	3 (45 days)
	D-1 Zoning District	6 (90 days)
	Motor Vehicle Sales Uses	8 (120 days)

### Developer-Erected Signs\*

Who can apply	Developers	
What type of sign	Ground Signs	
Where	Minimum of 10 feet from any lot line.	
Maximum Number	1 per entrance to the development	
Maximum Size	100 square feet in area, 20 feet in height	
Display Period Length**	12 months	

*\* Residential or Commercial developments permitted as part of a Planned Unit Development may have different requirements for developer-erected signage. Please reach out to staff for more information.*

*\*\* Before the display period expires, the applicant must submit a new sign permit application for an additional display period. Failure to properly maintain the sign may result in denial of permit.*

### Inflatable Devices

Who can apply	Motor Vehicle Sales uses	
What type of sign	Inflatable devices	
Where	Ground-mounted (not be mounted to any structure or vehicle)	
	Minimum of 20 feet from the front lot line	
Maximum Number	1 per zoning lot	
Maximum Size	25 feet in height	
Display Period Length	15 days	
Display Periods per Calendar Year	1	

Please see Section 12.05 of the Village of Oswego Unified Development Ordinance for complete temporary sign regulations.