

# Village of Lombard

Building Division/Community Development Department  
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## Banner and Temporary Sign Handout

### **-A Permit is Required any Banner or Temporary Sign can be displayed-**

You must submit ALL of the following items in order for your permit to be processed:



#### **Permit Application**

Must be completely filled out.



#### **Drawing of Banner or Sign (3 Copies)**

Must show materials, dimensions, where the banner/temporary sign will be located, and how the banner/temporary sign will be installed.



#### **Length of Time Banner will be Displayed**

Must indicate when the banner will be erected and the number of days the banner will be displayed.



#### **Property Owner Consent**

Must have written consent (i.e. letter or signature of approval) from the property owner allowing the banner or temporary sign to be displayed.

# Banner and Temporary Sign Handout

## 1. Permit Application

All banners and temporary signs require a permit before they can be displayed. Permits are issued over the counter, and the cost is **\$16**. In all cases, a completed permit application must be submitted along with three (3) copies of drawings of the banner or temporary sign. Drawings must indicate the following:

- Where the banner or temporary sign will be located
- How the banner or temporary sign will be installed
- Exact dimensions of the banner or temporary sign
- Start and end dates for which the permit will be applicable
- Property owners written consent (i.e. letter or signature of approval)

## 2. Permit Limitations

Up to eight (8) permits may be obtained for a single business per calendar year. The total of all permits shall not exceed **120 days** in one calendar year. There is no limit to the number of days used on each permit. The total allotment of 120 days can be used consecutively on one permit, or divided over several permits.

Banner and temporary sign permits are valid for the duration indicated on the approved permit application. Permits must be removed within 24 hours after the expiration of the permit. Once the permit expires, a new permit must be obtained in order to continue displaying the banner or temporary sign. An existing banner may be replaced if:

- The permit has not expired.
- The new sign is of the same material and dimensions (or smaller), and is in the same location.

## 3. Number

Each business or establishment is allowed **one (1) banner or temporary sign per street frontage**. Each business or establishment is entitled to at least one banner or temporary sign. Businesses and establishments located on a corner (with two street frontages) are allowed a maximum of two banners, one facing each of the adjacent streets. Those businesses and establishments located on corners are still restricted to a total allotment of 120 days of displaying banners. They are *NOT* entitled to 120 days separately for each street frontage.

## 4. Size

The maximum size for any banner or temporary sign is **thirty-two (32) square feet**.

## 5. Location

In most cases, banners and temporary signs are not permitted within the public right-of-way. All banners and temporary signs must be affixed to one of the following permanent structures:

- Façade of a principal structure
- Wall of an accessory structure
- Fence
- Permanent freestanding sign
- Shopping center identification sign.

Banners and temporary signs must be affixed at all four corners to a single structure at all corners of the banner or temporary sign. Banners/temporary signs shall not be erected in a manner in which the sign is suspended and/or extending the distance between two separate structures. See Figures below.

Figure 1. Prohibited- Banner/sign suspended between two structures

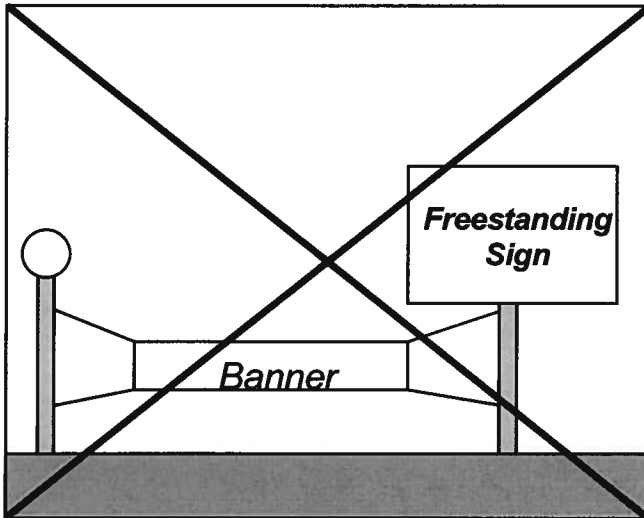


Figure 2. Prohibited- Banner/sign not attached to a permanent structure

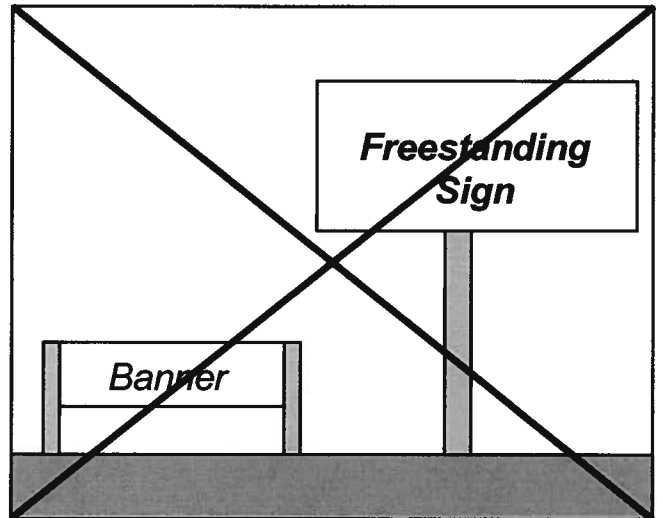
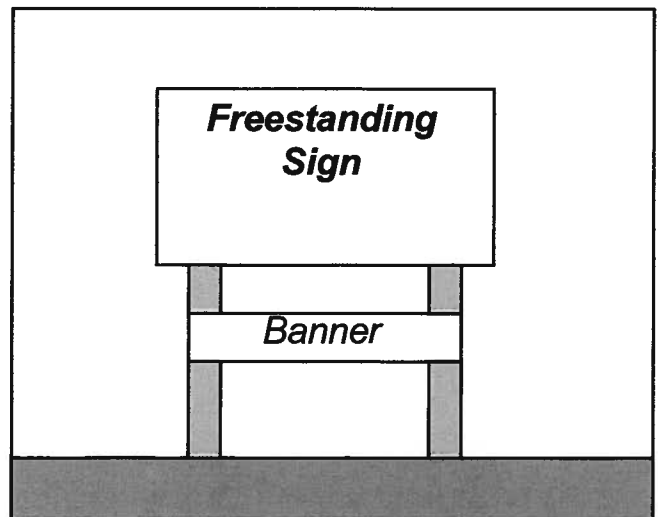


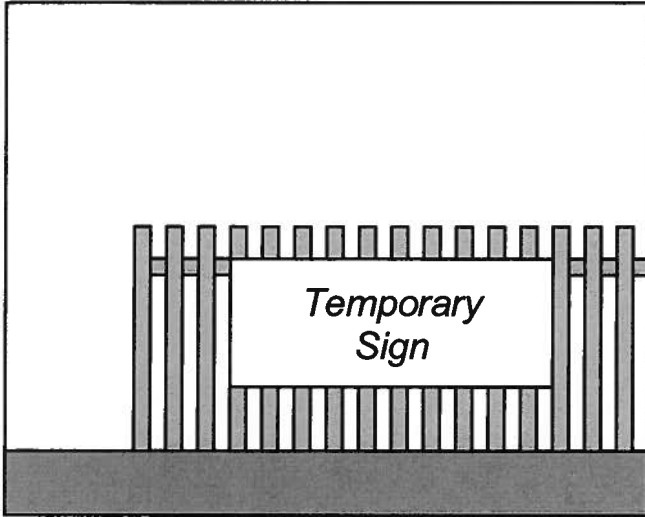
Figure 3. Permitted- Additional supports (which do not touch the ground) are used to affix a temporary sign at all corners to a freestanding sign (single permanent structure).



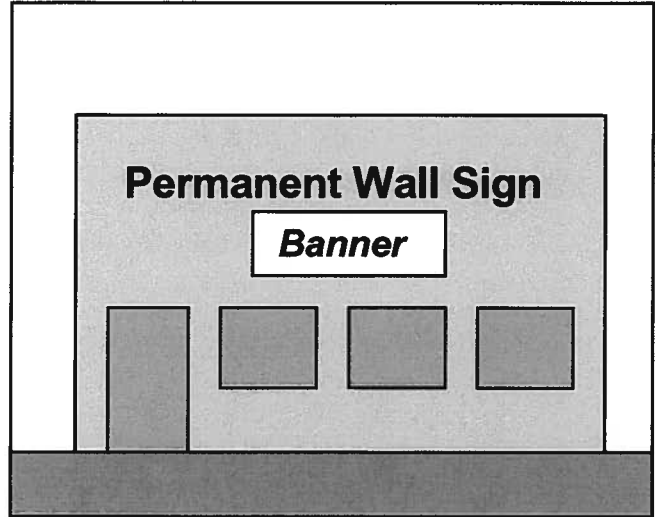
Figure 4. Permitted- Banner/sign affixed to freestanding sign (single permanent structure).



**Figure 5. Permitted- Banner/sign affixed to a fence (single structure.**



**Figure 6. Permitted- Banner/sign affixed to the façade of a principal structure.**



## 6. New Businesses

New businesses *may* use a banner or temporary sign in lieu of a permanent wall sign identifying the business, provided that:

- The business obtains a non-renewable permit for up to 60 days for the banner/temporary sign; and
- The business has submitted a permit application for a future permanent wall sign.

## 7. Penalties

Any business/person who fails to comply with these regulations may be subject to:

- Double permit fees;
- A ticket and fines; and
- Possibility of citation in court.