



Building Department  
 98 E. Third St.  
 Manteno, IL. 60950  
 Phone 815-929-4803  
 Fax 815-468-8240

## APPLICATION FOR TEMPORARY SIGN PERMIT

PERMIT #: TS- \_\_\_\_\_

PERMIT EXPIRES: \_\_\_\_\_

### Temporary Sign Ordinance 16-13

Temporary Signs. Subject to the following limitations, a business may erect a temporary sign such as a banner, arrow sign or portable electronic message board on a lot upon the issuance by the Building and Planning Department of a temporary sign permit (at no cost):

- (a) Not more than one (1) temporary sign shall be erected on a lot at a time.
- (b) Temporary signs shall be permitted only during a period authorized by a temporary sign permit.
- (c) Temporary sign permits shall be valid for a period of thirty (30) consecutive days.
- (d) No temporary sign permit shall be issued for a period thirty (30) days following the expiration of a previously issued temporary sign permit.
- (e) Temporary ground signs and banners shall not exceed twenty-four (24) square feet in dimension. Arrow boards and electronic message boards shall not exceed forty (40) square feet in dimension.
- (f) Temporary signs shall be subject to and governed by all provisions of this Chapter of general applicability including, but not limited to, Section 9-13-10, Appearance Standards, and Section 9-13-11, Prohibited Signs.
- (g) No feather style banners/flags shall be allowed as a temporary sign.

BUSINESS NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

NAME OF OWNER / OPERATOR: \_\_\_\_\_ PHONE: \_\_\_\_\_

BUSINESS SITE ADDRESS: \_\_\_\_\_

TYPE:  BANNER  SIGN  ARROW BOARD  ELECT. MESSAGE BOARD

PROPOSED BEGINNING DISPLAY DATE: \_\_\_\_\_

BANNER / SIGN SIZE: \_\_\_\_\_ FEET X \_\_\_\_\_ FEET  ONE-SIDED  TWO-SIDED

LOCATION OF BANNER/SIGN:  ON BUILDING  STAKED ON LOT (Not Allowed in Right of way)

\_\_\_\_\_  
 Signature of Owner / Operator

REVIEWED AND  APPROVED /  DENIED BY:

\_\_\_\_\_  
 Building/Zoning Official

\_\_\_\_\_  
 Date

Denied permit justification: \_\_\_\_\_

Approved Display Dates: Beginning Date - \_\_\_\_\_ Ending Date: \_\_\_\_\_

**Next Available Starting Display Date - \_\_\_\_\_**