

# TEMPORARY SIGN GUIDELINES COMMERCIAL AND NON-RESIDENTIAL



## ALLOWED

\* Specific regulations on reverse.



A-FRAME

PERMIT REQUIRED



BANNER

PERMIT REQUIRED



BANNER STAND

PERMIT REQUIRED



FEATHER FLAG

PERMIT REQUIRED



HANDHELD/SIGN WALKER



YARD/PIN

PERMIT REQUIRED  
FOR SIGNS > 6 FT<sup>2</sup>

## GENERAL STANDARDS

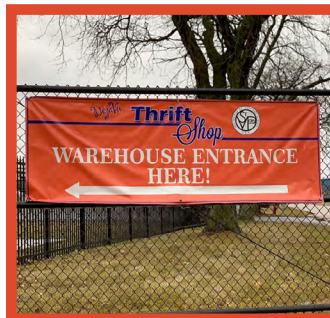
- All temporary signs shall be non-illuminated.
- All ground signs shall be no closer than five (5) feet from the paved portion of any street or back of curb where no sidewalk is present, no closer than two (2) feet from a sidewalk, and shall be on private property.
- All signs shall not be allowed within any sight triangle of an entrance or intersection.
- All signs shall be securely anchored to either the ground or building wall to which they are attached so as to withstand weather conditions.
- Properties cannot install more than two temporary sign types per temporary sign permit.

## PROHIBITED



ATTENTION-GETTING DEVICE

(STREAMERS, BALLOONS, RIBBONS, SPINNERS, OTHER ATTENTION-GETTING DEVICES THAT MOVE OR BLINK, ETC.)



FENCE SIGN



INFLATABLE



SIGNS ON POLES

# TEMPORARY SIGN GUIDELINES COMMERCIAL AND NON-RESIDENTIAL



## PERMIT REQUIRED

Sign Type	Max Area (ft <sup>2</sup> )	Quantity	Max Height (ft)	Allowed Special Circumstances	Additional Regulations
A-Frame	6	1 per first floor building entrance	5	<ul style="list-style-type: none"> <li>Daily hours of operation only; must be removed at close of business or event completion</li> </ul>	<ul style="list-style-type: none"> <li>Must be within eight (8) feet of customer entrance to a building and on a sidewalk</li> <li>Must allow for clear passage on sidewalk in accordance with ADA regulations</li> <li>Annual permit required</li> </ul>
Banner	32	1 per first floor non-residential establishment	<ul style="list-style-type: none"> <li>Must not extend above roofline</li> <li>Bottom of sign must be at least eight (8) feet above ground</li> </ul>	<ul style="list-style-type: none"> <li>Grand Opening</li> <li>Temporary or Seasonal Use</li> <li>Prior to installing a permanent sign</li> <li>Special Event (<i>City Special Event permit required</i>)</li> </ul>	<ul style="list-style-type: none"> <li>Allowed on building only</li> <li>Shall not cover any window, vent, or other building appurtenance or opening</li> <li>Shall not wrap around the corner of a building</li> </ul>
Banner Stand	6	1 per first floor non-residential establishment	5	<ul style="list-style-type: none"> <li>Grand Opening</li> <li>Temporary or Seasonal Use</li> <li>Prior to installing a permanent sign</li> <li>Special Event (<i>City Special Event permit required</i>)</li> </ul>	<ul style="list-style-type: none"> <li>Must be on a weighted stand within five (5) feet of the primary entrance or 2 feet from a public sidewalk (on private property)</li> <li>Must allow for clear passage on sidewalk in accordance with ADA regulations</li> </ul>
Feather Flag	20	<p>If installed in the ground: 1/50 ft of frontage, spaced 50 ft. apart</p> <p>If placed near the primary building: 1 per entrance</p>	9	<ul style="list-style-type: none"> <li>Grand Opening</li> <li>Prior to installing a permanent sign</li> <li>Special Event (<i>City Special Event permit required</i>)</li> </ul>	<ul style="list-style-type: none"> <li>Must be secured into the ground or on a weighted stand within five (5) feet of the primary building entrance and on a sidewalk</li> <li>Must allow for clear passage on sidewalk in accordance with ADA regulations</li> </ul>
Yard/Pin Sign	16	1 per public or private ROW frontage per property	6	<ul style="list-style-type: none"> <li>Grand Opening</li> <li>Temporary or Seasonal Use</li> <li>Prior to installing a permanent sign</li> <li>Special Event (<i>City Special Event permit required</i>)</li> </ul>	—

## NO PERMIT REQUIRED

Sign Type	Max Area (ft <sup>2</sup> )	Quantity	Max Height (ft)	Additional Regulations
Handheld/ Sign Walker	—	1	—	<ul style="list-style-type: none"> <li>One person may carry one (1) handheld sign of a reasonable size able to be carried for no longer than two (2) hours, three (3) times per day</li> <li>Sign walkers must not obstruct the view or path of travel of any pedestrian or motorist</li> <li>Sign walkers must be no farther than fifty (50) feet from the primary entrance of the building to which they correspond</li> <li>Sign walkers must stay on the private property of the building to which they correspond or on a public sidewalk at all times</li> </ul>
Yard/Pin Sign	6	1 per property; 2 per property with >75 ft of frontage	4	—

# TEMPORARY SIGN PERMIT APPLICATION COMMERCIAL AND NON-RESIDENTIAL



OFFICE USE ONLY		PAYMENT INFO	
PERMIT #		<input type="checkbox"/> CASH <input type="checkbox"/> CREDIT	<input type="checkbox"/> CHECK #:
ISSUE DATE		AMOUNT PAID	ACCEPTED BY
EXPIRATION DATE			
APPLICANT INFORMATION			
BUSINESS/ORGANIZATION NAME		PROPERTY STREET ADDRESS	
CONTACT FIRST NAME		LAST NAME	
PHONE		EMAIL	

### PERMIT APPLICATION REQUIREMENTS

1. Completed Temporary Sign Permit Application
2. Plat of Survey indicating the locations of all proposed signs
3. Rendering or photo of temporary sign(s)

### INSTRUCTIONS

Please check the box next to each temporary sign requested. Examples can be found on the Temporary Sign Guidelines Sheet. **Refer to the Special Circumstance Definitions below and enter the corresponding letter in the Circumstance column.**

<input checked="" type="checkbox"/>	Sign Type	Circumstance Enter A, B, C, or D	Quantity	Size	Fee Total Fee: \$50.00/Sign
<input type="checkbox"/>	A-Frame	Daily hours of operation only. Annual permit.			
<input type="checkbox"/>	Banner				
<input type="checkbox"/>	Banner Stand				
<input type="checkbox"/>	Feather Flag				
<input type="checkbox"/>	Yard/Pin Sign (> 6 ft <sup>2</sup> )				

Total Fee:

### SPECIAL CIRCUMSTANCE DEFINITIONS

A	B	C	D
<b>GRAND OPENING</b> <ul style="list-style-type: none"> <li>• First time open within City</li> <li>• Expansions of space are eligible</li> <li>• 30 day permit</li> </ul>	<b>TEMPORARY OR SEASONAL USE</b> <ul style="list-style-type: none"> <li>• Temporary operation</li> <li>• One-time event (specified time)</li> <li>• 30 day permit (or less)</li> <li>• May apply 3 times per year with 30 days between permits</li> </ul>	<b>PRIOR TO INSTALLING A PERMANENT SIGN</b> <ul style="list-style-type: none"> <li>• In process of installing permanent signage</li> <li>• Permanent sign permit under review</li> <li>• 30 day permit</li> </ul>	<b>SPECIAL EVENT</b> <ul style="list-style-type: none"> <li>• Event held within Oak Forest Example: parade, charitable, fests</li> <li>• Must have approved City Special Event permit</li> <li>• Permit starts 14 days prior to event and ends upon completion of event</li> </ul>

I hereby certify that I am the owner or duly authorized agent of the owner for the purposes of this application. I further certify that I have read and examined this application and the Temporary Sign Guideline sheet, and know the same to be true and correct. If any other information provided on this application is incorrect, the permit or approval may be revoked. I also understand that all work shall be completed in compliance with the City of Oak Forest Codes and Ordinances and the statutes of the State of Illinois.

For more information regarding sign size, placement, and other requirements, refer to Article 9, Part 1-C, Signs, of the Zoning Ordinance at [oak-forest.org/zoning](http://oak-forest.org/zoning).

**Please return all Permit Application Requirements to the City of Oak Forest Building Department, 15440 S. Central Avenue, Oak Forest, IL 60452.**

Applications can be delivered in person, via mail or email to [clarson@oakforest.org](mailto:clarson@oakforest.org).

Contact the Building Department with any questions at [clarson@oak-forest.org](mailto:clarson@oak-forest.org) or call 708-444-4817.

**Applications will be reviewed within 5 business days.**

APPLICANT SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

BUILDING OFFICIAL \_\_\_\_\_ DATE \_\_\_\_\_