

City of St. Charles

Temporary Signs, Banners, Etc.



Building & Code Enforcement Division
2 East Main Street
St. Charles IL 60174
630.377.4406 (Office)
<http://www.stcharlesil.gov>

**Please direct any and all questions to the City of St. Charles Building and Code Enforcement Division:
Monday through Friday (8 AM to 4:30 PM) at 630.377.4406**

A building permit is required prior to any installation of temporary signs, banners, balloons, etc. The following are guidelines and comments for obtaining a building permit.

Application and Drawings Procedures:

- ❑ An application is to be completely filled out and submitted to the Building and Code Enforcement Office.
- ❑ Two (2) surveys of site or plot plan indicating location of temporary sign.
- ❑ Two (2) sets of details or sketches of sign indicating height size and message.
- ❑ Period of time sign will be in place (date sign installed and date sign will be removed).
- ❑ The Owner of the property authorization for this temporary sign is to be provided with the application.
- ❑ Additional information as may be required by the Building and Code Enforcement Division Manager to determine compliance with the provisions of the ordinances (see attached ordinance).
- ❑ Our goal is to complete the review of your building permit within 10 working days.

Application – Permit Fees: *(All payments are to be made either in the form of cash, check, or money order)*

- ⇒ A filing fee is to be paid at time of submission of application and plans.
 - A fee of **\$50.00 (to be paid at time of submittal)**
- ⇒ **Re-inspection fee.** During the construction of your project should you fail any of the required inspections there is a re-inspection charge. The fees are due prior to certificate of occupancy. The fee schedule is as follows;
 - \$80.00 per Building Department re-inspection for all types of inspections during construction (excluding finals)
 - \$80.00 per re-inspection for all residential final inspections.

Building Codes:

The following are the Building Codes, which the City of St. Charles has adopted:

- ❑ St. Charles Municipal Code
- ❑ 2021 International Building Code
- ❑ 2020 National Electric Code

Inspections:

The following is a list of inspections, which might be required for your project.

- Footing
- Electric
- Frame
- Final
- Any other required inspections specific to your project will be listed on the Permit Conditions sheet attached to the plans and permit.

Owner – Contractor Responsibilities:

- ✓ Compliance with above indicated codes, ordinances, and inspections required.
- ✓ The plan review and stamped "FIELD COPY" of the plans are to be on the job site.
- ✓ It is the responsibility of the homeowner/contractor to schedule with the Building Department the required inspections. The required inspections are indicated on the Plan Review form, which is attached to your permit and the Field Copy of drawings. When calling to schedule an inspection, please have the address and the permit number.
- ✓ No facility shall be occupied or used until a final inspection has been made and a certificate of occupancy has been issued.
- ✓ **Inspections shall be called a minimum of 24 hours before they become due.**
- ✓ Call J.U.I.L.E. (Joint Underground Location for Inspectors and Engineers) at least 48-hours prior to any digging to locate any underground utilities. **(1-800-892-0123)**
 - Electric Utilities Red
 - Comcast (Cable) Orange
 - Northern Illinois Gas (NICOR) Yellow
 - Sewer Utilities Green
 - Telephone Utilities Orange
 - Water Utilities Blue

Dig number _____

Date notified _____

17.28.100 – Temporary signs requiring a permit

A. Permit Required

A permit is required to erect temporary signs greater in size than 6 square feet and attention getting devices in accordance with Section 17.28.020 A (Sign Permit). Signs of 6 square feet or less are classified as Yard Signs and are allowed without a permit in accordance with Section 17.28.090.

B. Time Limit

1. Unless otherwise permitted within this section, displays of commercial temporary signs shall be limited to fourteen (14) days per permit, and not more than four (4) such permits shall be issued to an applicant per calendar year. There shall be a minimum separation of thirty (30) days between commercial temporary sign displays.
2. Displays of Non-Commercial Temporary Signs shall be limited to ninety (90) days per permit.
3. Temporary Signs posted on Property for Sale or Lease shall not be subject to a time limit but shall be removed no later than seven (7) days following the sale or lease of the property.
4. Temporary Signs posted on property to which an active permit has been issued for construction of a new building or site development work shall not be subject to a time limit, but shall be removed no later than seven (7) days after issuance of an occupancy permit or completion of the project.
5. Temporary Signs permitted for an authorized Temporary Use per Section 17.20.040 shall be subject to the same time limitations as the Temporary Use, and shall only be posted during the operation of the Temporary Use.
6. During construction or reconstruction of public improvements, if the Director of Community Development determines that the construction activity will disrupt access to lots and/or visibility of lots directly adjacent to the construction, the Director may authorize temporary signs to remain in excess of the time limits specified in this Section, but such signs shall be removed no later than seven (7) days following substantial completion of the construction.
7. Notwithstanding the time limits for posting, all Temporary Sign Permits shall expire after one (1) year.

C. Setbacks

Freestanding temporary signs and attention getting devices shall be set back a minimum of five (5) feet from all right-of way lines.

D. In the BL, BC, BR, CBD-1, O-R, M-1, M-2, and PL Districts, one (1) temporary sign is permitted for each street frontage of the lot. The maximum sign area and height shall be:

1. For lots one (1) acre and under: Thirty-two (32) square feet of surface area. Freestanding signs shall not exceed eight (8) feet in height.
2. For lots one (1) to five (5) acres: Sixty-four (64) square feet of surface area. Freestanding signs shall not exceed eight (8) feet in height.

3. For lots five (5) acres and above: One hundred (100) square feet of surface area. Freestanding signs shall not exceed ten (10) feet in height.
- E. In the BT Overlay and CBD-2 Districts, one (1) temporary sign is permitted for each street frontage of the lot. Each sign shall not exceed sixteen (16) square feet in surface area. Freestanding signs shall not exceed six (6) feet in height.
- F. In residential districts, for developed lots over 4 acres and vacant lots over 1 acre, one temporary sign is permitted for each street frontage of the lot. The maximum sign area and height shall be 32 square feet in surface area; freestanding signs shall not exceed 8 ft. in height and wall signs shall not exceed the building height.
- G. Attention-Getting Devices
Attention-getting devices are permitted only in the BL, BC, BR, CBD-1, O-R, M-1, M-2 and PL Districts. Attention getting devices shall be displayed only in association with a grand opening or special event. Attention getting devices shall comply with the following restrictions:
 1. Balloon Signs
The longest dimension of the balloon portion of a balloon sign shall not exceed seven (7) linear feet. The length of the entire balloon sign, as measured from the longest dimension of the balloon and including the tether, shall not exceed ten (10) feet.
 2. Pennants, Flags, Valences and Streamers
 - a. Pennants, flags, valences and streamers, if attached to the building, shall not extend above the building height; if attached to a freestanding permanent sign, they shall not extend above the height of the sign.
 - b. Pennants, flags, valences and streamers shall be mounted with a vertical clearance of at least 9 feet from the ground.
 3. Searchlights
Searchlights shall be oriented skyward not breaking an angle of forty-five degrees (45°) from the ground. Searchlights shall not be operated between the hours of 11:00pm and 7:00am.

17.28.010 – Purpose

The purpose of this Chapter is to establish a framework for a comprehensive system of sign controls governing the display, design, construction, installation and maintenance of signs that will:

- A. Balance the rights of individuals to identify their businesses and convey their messages, and the rights of the public to be protected against the unrestricted proliferation of signs.
- B. Protect the public health, safety, comfort, convenience and general welfare.
- C. Reduce traffic hazards.
- D. Enhance the attractiveness of the City.

- E. Protect property values.
- F. Promote economic development.
- G. Further the objectives of the Comprehensive Plan.
- H. Preserve the right of free speech exercised through the use of signs containing noncommercial messages.

17.28.020 – General provisions

A. Violations

It shall be unlawful for any person to erect, relocate, modify or alter any sign, or structure supporting a sign, in violation of the provisions of this Title. Signs which are not allowed by this Chapter as permitted signs or exempt signs shall be prohibited. No sign shall be placed on a lot without prior consent of the property owner.

B. Placing Signs on Public Right of Way

No signs shall be erected on any public right of way other than those placed by agencies of government or signs whose placement has been authorized by the jurisdiction having authority over the right of way. The City, without notice, may remove any sign placed on public right of way without authorization.

C. View Obstruction

All signs and attention getting devices shall comply with the sight triangle provisions of Section 17.22.010 F and the provisions of Section 12.04.200 of Title 12 of the St. Charles Municipal Code regarding corner obstructions, except that yard and ground signs otherwise meeting the requirements of this Chapter may be located within the sight triangle.

17.22.010 F - Sight Triangle

Notwithstanding any other provisions of this Title, a Sight Triangle shall be maintained on lots at the intersection of two (2) streets, of a street and an alley, and of a street and an active railroad right-of-way in conformance with this Section. The purpose of the Sight Triangle is to avoid the obstruction of the view of motorists in relation to oncoming traffic. Two sides of the Sight Triangle shall be measured along the right of way lines abutting the lot, from their intersection to a point 20 feet distant. The third side of the triangle shall be a line connecting the ends of the first two lines. (See Figure 17.22-1)

Within the Sight Triangle, any sign, wall, fence, landscaping, or other object exceeding thirty (30) inches in height above the adjoining street or right of way grade is prohibited, except as specifically permitted as follows:

Within the CBD-1 District, a Sight Triangle is not required except where required by the Director of Public Works as provided in paragraph (5) hereof.

Directional signs are permitted within the Sight Triangle.

Fences with an opacity of less than fifty percent (50%) not exceeding 3 feet (36 inches) in height are permitted within the Sight Triangle.

The area of the Sight Triangle may be reduced and/or the allowable height of obstructions increased by the Director of Public Works if he determines that there would not be an undue risk to public safety because of traffic control devices, street design or alignment, or the relative grade of the property and the adjoining streets, alleys, or railroad rights of way.

The area of the Sight Triangle may be increased and/or the allowable height of obstructions reduced by the Director of Public Works if he determines that there would be an undue risk to public safety because of traffic control devices, street design or alignment, or the relative grade of the property and the adjoining streets, alleys, or railroad rights of way.

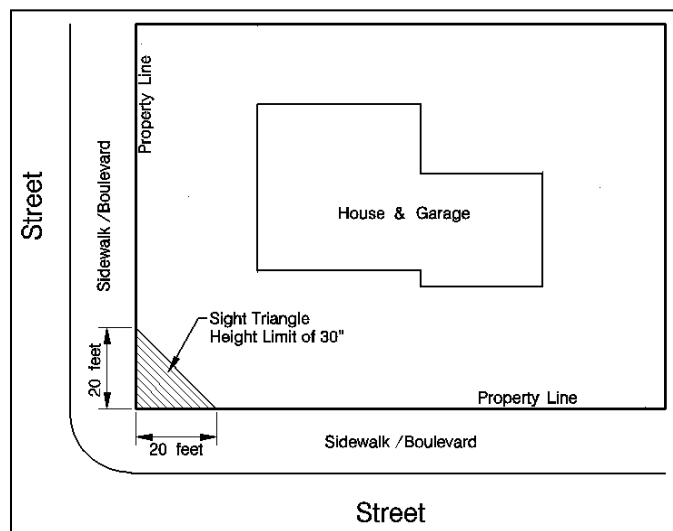


Figure 17.22-1: Sight Triangle

D. Removal of Unused Structural Supports

No foundation, pole, frame, cabinet, or other structural support for a sign shall be erected or maintained independently of a sign allowed by this Chapter. All such structural supports shall be removed at the time of removal of any sign or signs for which they provide support, except that a structural support may remain for a period of not more than 30 days following the issuance of a permit to change the face of a sign, or erect a different sign, using the same structural support.

17.28.080 – Prohibited signs

It shall be unlawful to erect or maintain the following signs:

A. Signs which Constitute a Traffic Hazard

No sign shall:

1. Obstruct free and clear vision at any street, intersection, parking lot entrance or exit, or driveway.

2. Interfere with, obstruct the view of, or be designed so as to be confused with any authorized traffic sign, signal or device because of its position, shape or color.
3. Make use of the words STOP, LOOK, DETOUR, DANGER or any other word, phrase, symbol or character in a manner that misleads, interferes with or confuses traffic.
4. No sign in direct line of vision of a traffic signal shall be illuminated in red, green or amber color in such a manner that the sign illumination could be confused with the illumination from a traffic signal.

B. Moving Parts

No sign shall have visible moving, revolving or rotating parts or visible mechanical movement of any kind, except for the movable hands of street clocks, and movement caused by the wind in the case of banners or flags.

C. Signs of an Offensive Nature

No sign shall display any matter in which the dominant theme of the material taken as a whole appeals to a prurient interest in sex, or is patently offensive because it affronts contemporary community standards relating to the description or representation of sexual matters, and is utterly without redeeming social value.

D. Obstruction of Doors, Windows or Fire Escapes

No sign or other advertising structure shall be erected, relocated or maintained so as to prevent free ingress to and egress from any door, window or fire escape. No sign of any kind shall be attached to a standpipe or fire escape.

A. Signs on Parked Vehicles

No sign shall be displayed on a vehicle parked in an off-street parking or loading area, or in an outdoor motor vehicle display area, except in the following instances:

1. The sign pertains to the sale, lease or rental of the vehicle on which it is displayed; or
2. The sign is painted or otherwise affixed to a truck, bus or other vehicle that is used to carry goods or people or to provide services at least one day per week, as an accessory use to the business identified on the sign.

Signs on Parked Vehicles shall comply with the following standards:

1. Signs resting on, or attached to, vehicles or trailers used as a means to circumvent the provisions of this Chapter are prohibited.
2. Lights or other attention getting devices shall not be used to draw attention to the sign.
3. Vehicles shall only be parked on a paved surface in designated parking spaces and shall not be parked in a front or exterior side yard, including any driveway.

B. Portable Signs

Portable signs are prohibited, except when authorized by a governmental agency in conjunction with construction or enforcement activities.

1. Off-Premise Signs

Signs which advertise a business or service not located on the same lot or within the same PUD or Shopping Center, or which otherwise do not relate to the uses permitted on the lot or within the In the PL District, a Freestanding Sign may be located off-premise on an adjacent lot in the PL District.

2. In the CBD-1, CBD-2, BL, BC, BR, M1 and M2 Districts, for lots without street frontage, in lieu of a Freestanding Sign located on the lot, a sign may be placed on a Freestanding Sign on an adjoining off-premise lot with street frontage in either the CBD-1, CBD-2, BL, BC, BR, M1 or M2 Districts, subject to the authorization of the property owner. The number of freestanding signs located on the off-premise lot shall not exceed the number otherwise permitted. Additional sign face area for displaying the sign of the off-premise business on the Freestanding Sign shall be permitted, up to 50% of the maximum sign area otherwise permitted for the sign.

17.28.090 – Exemptions

A. Maintenance Operations

The following maintenance operations are allowed and do not require a permit:

1. Changing the advertising copy or message on an existing changeable copy sign or similar approved sign, whether illuminated or non-illuminated.
2. Painting, repainting, cleaning, or other normal maintenance of a sign, not involving structural changes, changes to the permanent copy displayed on the sign, or changes in the electrical components of the sign.

B. Regulatory Signs

Signs incidental thereto for identification, information, direction, or public safety purposes erected or required by governmental bodies, or authorized for a public purpose by any law, statute or ordinance, such as addresses, parking regulations, traffic control signs and legal notices, including those authorized to be located in the right-of-way, are allowed and do not require a permit.

C. Flags

Flags displaying non-commercial content are allowed and do not require a permit. One commercial flag is allowed per non-residential lot.

D. Non-Commercial Temporary Displays or Decorations

Non-Commercial Temporary displays or decorations customarily associated with any national, state, local or religious holiday or period of observance do not require a permit and shall be erected no earlier than forty-five (45) days before and removed no later than fourteen (14) days after the holiday or period of observance.

E. Yard Signs

Non-illuminated yard signs are allowed and do not require a permit, subject to the following:

1. Yard Signs shall be no more than six square feet in area and a) if freestanding, shall not exceed 6 feet in total height (or 5 ft. to the highest point of the sign face), or b) if attached to a building or structure, shall not exceed 10 feet above grade.
2. Yard Signs may be placed in a front yard or exterior side yard, and shall not be placed in an interior side yard or rear yard. Yard signs shall not be located closer than 10 ft. to any interior side or rear lot line.
3. There shall be not more than one Yard Sign per lot, except that on a corner or through lot, two Yard Signs, one adjoining each street, is allowed.
4. Yard Signs shall only be posted by being staked into the ground or attached to an existing structure.
5. During a period of 90 days preceding a local, state or national election, there shall be no limitation on the number of Yard Signs.

F. Ground Signs

Ground Signs are allowed in the BL, BC, BR, OR, M1, M2, and PL districts and do not require a permit unless the sign is electrically operated or illuminated, in which case a permit is required to ensure compliance with applicable codes. Such signs shall be subject to the following:

1. One (1) Ground Sign is permitted adjacent to each driveway access from a public street. One (1) additional Ground Sign is permitted adjacent to each intersection of driveways within a site.
2. Ground Signs shall be set back from the right-of-way a minimum of five (5) feet.
3. Ground signs may have a maximum surface area of five (5) square feet and shall not exceed a maximum height of four (4) feet above the adjacent street or driveway grade, as measured at a point on the street or driveway pavement closest to the sign

G. Signs not visible from a street frontage or adjacent lot

Signs or other miscellaneous posted information, which is intended to be viewed only from the lot where the sign is located, and that is not visible from a street frontage or adjacent lot, are allowed and do not require a permit, unless the sign is electrically operated or illuminated, in which case a permit is required to ensure compliance with applicable codes.

H. Window Signs

Window Signs shall not exceed fifty percent (50%) of the total area of the window frame on which the sign is located. Signs that are not permanently affixed to the window do not require a permit.



CITY OF ST CHARLES

Application for Building Permit for Temporary Banner, Sign, etc.

DEPARTMENT: BUILDING & CODE ENFORCEMENT - PHONE: (630) 377-4406

Application Date: _____ Parcel No. _____ Permit No. _____

Please Print All Information

I, _____, do hereby apply for a permit for the following work located
at _____, **Lineal feet of building frontage/tenant space** _____

Number of square feet of proposed sign _____ Estimated cost of sign _____

Description of proposed sign _____

Name of business at this location: _____

Check List for Submittal of Application:

Refer to Information Packet for Detailed Information

- ☐ Building Permit Application – Completely Filled Out.
- ☐ Two-2 copies of drawings showing size, height, and type of materials.
- ☐ Two-2 copies of the Plat of Survey showing the sign location with the setbacks.
- ☐ Signature from owner authorizing this temporary sign, banner, etc.
- ☐ Submittal fee of **\$55.00 IN CHECK OR CASH IS TO ACCOMPANY THE APPLICATION AND DRAWINGS.**
- ☐ Installation and Removal Dates:
 - **Date of installation:** _____
 - **Date of removal:** _____

Owner of Property

Name: _____
Address: _____
City/State/Zip Code: _____
Email: _____
Telephone NO. _____

Applicant/Contact

Name: _____
Address: _____
City/State/Zip Code: _____
Email: _____
Telephone NO. _____

General Contractor

Name: _____
Address: _____
City/State/Zip Code: _____
Email: _____
Telephone NO. _____

Electric Contractor

Name: _____
Address: _____
City/State/Zip Code: _____
Email: _____
Telephone NO. _____

Please Print All Information

I, the undersigned, certify that if a permit is issued to me, I will comply with all provisions of the building, plumbing, electric and other applicable ordinances of the City of St. Charles and shall perform all work, or cause all work to be performed according to the provisions of said ordinances. I, or my agent, shall personally supervise the work and shall do, or cause to have done, said work according to plans, specifications and other written information supplied as a part of this application. I am familiar with the applicable ordinances and the provision thereof and in signing this application do willingly become responsible for all work accomplished under the permit by all contractors, tradesmen and workmen, and shall call for inspections as required at a minimum of 24-hours before they become due.

Applicant Signature

Authorized Signature of Property Owner
(if different from applicant for a temporary sign, banner, etc.)

Report of the Building Official

Remarks: _____

Accepted: _____ Rejected: _____ Date: _____

Signed: _____

For Office Use

Received _____

Fee Paid: _____

Receipt #: _____

Check #: _____