City of St. Charles
Temporary Signs, Banners, Etc.

ST. CHARLES
SINCE 1834

Building & Code Enforcement Division
2 East Main Street
St. Charles IL 60174
630.377.4406 (Office) 630.443.4638 (Fax)
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 **$45.00 (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;
  - $65.00 per Building Department re-inspection for all types of inspections during construction (excluding finals)
  - $85.00 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
- 2015 Int'l Building Code w/revisions
- 2014 Nat'l Electrical Code w/revisions

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**_____

05.16.2016

17.28.100 Temporary Signs Requiring A Permit

Temporary signs, including attention getting devices, are permitted in accordance with the provisions of this Section, except that where other sections of this Title regulate such signs, the more restrictive regulation shall apply.

A. **Permit Required**

A permit is required to erect the temporary signs and attention getting devices listed in the following paragraphs of this Section 17.28.100, in accordance with Section 17.28.020 A (Sign Permit).

B. **Time Limit**

Unless otherwise permitted, displays of 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 temporary sign displays. All temporary signs permitted by this Section shall be removed no later than seven (7) days following the conclusion of the event or other condition to which the sign pertains.

C. **Setbacks**

No setback is required for temporary signs and attention getting devices that are six (6) square feet or less in surface area and five (5) feet or less in height. All other freestanding temporary signs and attention getting devices shall be set back a minimum of five (5) feet from all right-of way lines.

D. **Real Estate and Other Temporary Signs Requiring a Permit**

1. 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:
   a. 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.
   b. 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.
   c. 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.
   d. Real estate and other temporary signs of 6 square feet or less are allowed without a permit in accordance with Paragraph 17.28.090.
2. 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.
3. Real Estate signs advertising a 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.

E. **Real Estate and Other Temporary Signs in Residential Districts**

1. In residential districts, one temporary sign is permitted for each street frontage of the lot. The maximum sign area and height shall be:

a. For developed lots over 4 acres and vacant lots over 1 acre: 32 square feet in surface area; freestanding signs shall not exceed 8 ft. in height and wall signs shall not exceed the building height.

b. For developed lots 4 acres or less and vacant lots 1 acre or less: Real estate and other temporary signs are limited to 6 square feet or less and are allowed without a permit in accordance with Paragraph 17.28.090.

2. Real Estate signs advertising a 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.

F. **Construction Signs**

Construction signs identifying the architect, engineer, developer and/or contractor placed upon a construction site shall not exceed thirty-two (32) square feet in area and eight (8) feet in height for lots 4 acres or less, and 64 square feet for lots of more than 4 acres. Such signs shall not be erected prior to issuance of building or site development permit and shall be removed no later than seven (7) days after issuance of an occupancy permit or completion of the project. Construction signs shall be limited to one (1) sign per street frontage.

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.

H. **Christmas Tree Sales**

Where Christmas tree sales are a permitted temporary use, one (1) temporary sign is permitted per sales operation, for a maximum period of thirty-five (35) days. Such sign shall not exceed thirty-two (32) square feet in area and eight (8) feet in height.

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 directional 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.

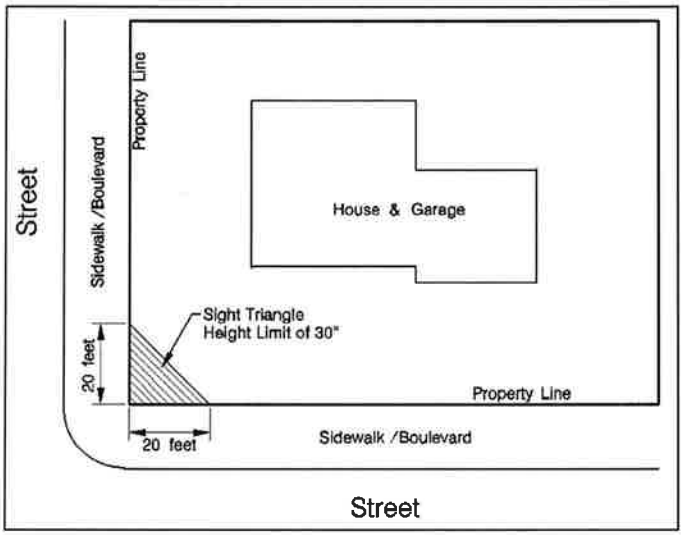

Figure 17.22-1: Sight Triangle

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.

E. 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 resting on, or attached to, vehicles or trailers used as a means to circumvent the provisions of this Chapter are prohibited.

F. Portable Signs

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

G. 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 same PUD or Shopping Center, such as billboards, are prohibited in all districts except PL Districts.

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. Political Signs

Political signs are allowed and do not require a permit.

C. Community Event Signs

Temporary signs in conjunction with special events conducted by governmental agencies, educational institutions or charitable, not-for-profit organizations, such as philanthropic campaigns, church activities and other community activities, are allowed and do not require a permit, subject to the following:

Such signs shall not exceed thirty-two (32) square feet in area.

1. Such signs shall not be erected earlier than 30 days prior to the event or series

of events, and shall be removed not later than 7 days following the conclusion of the event or series.

2. Such signs may be located on a lot or lots owned by Federal, State or local governmental agencies with permission of the lot owner, not including public rights of way unless specifically authorized by the agency having jurisdiction.

D. Regulatory Signs

Permanent signs erected by a governmental agency regulating vehicular or pedestrian traffic, or designating or giving directions to streets, schools, historic sites, community facilities or public buildings, posting rules of use for a facility, identifying or interpreting features of a site, sports scoreboards, and similar signs are allowed and do not require a permit.

Signs erected on a lot containing a public facility owned by a governmental agency may include sponsor identification and advertising, provided that the advertising is sized, located and oriented so as to be viewed primarily by patrons of the public facility, and not by the general public traveling on public streets or adjoining property. Such signage is allowed in any non-residential district and does 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.

E. Memorial Plaques

Memorial or commemorative plaques or tablets such as those denoting a person or persons memorialized, a natural or manmade feature, a building name and/or date of erection, or a location of historic significance, and not exceeding eight (8) square feet in area are allowed and do not require a permit.

F. Flags

Flags of any government or governmental agency, or any patriotic, religious, charitable, civic, educational or fraternal organization are allowed and do not require a permit.

G. Temporary Displays or Decorations for Holidays and Special Occasions

Temporary displays or decorations for holidays and special occasions are allowed and do not require a permit, subject to the following:

1. Temporary displays or decorations customarily associated with any national, state, local or religious holiday or celebration shall be erected no earlier than forty-five (45) days before and removed no later than fourteen (14) days after the holiday or celebration.
2. Temporary displays or decorations announcing special occasions including, but not limited to, the birth of a child and birthdays shall be displayed for a maximum of five days.

H. Small Real Estate Signs

Non-illuminated real estate signs that are six square feet or less in area and a) if freestanding, do not exceed 5 feet in height, or b) if attached to a building or structure, do not exceed 20 feet above grade, are allowed and do not require a permit; there shall be not more than one such sign per lot, except that on a corner or through lot, two signs, one adjoining each street, are allowed.

I. Garage Sale Signs

Temporary signs advertising a permitted garage or yard sale are allowed and do not require a permit. Such signs shall only be located on the lot or lots that are

participating in the garage or yard sale. Such signs shall be posted no earlier than forty-eight (48) hours prior to the commencement of the event, and removed no later than twenty-four (24) hours after the conclusion of the event.

J. Directional Signs

Directional signs 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, Such signs shall be subject to the following:

1. One (1) directional sign is permitted for each driveway access from a public street. One (1) additional directional sign is permitted for each intersection of driveways within a site, to identify traffic routing, entrances, and services, such as drive-in lanes.
2. Directional signs shall be set back from the right-of-way a minimum of five feet.
3. Directional 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.
4. Pavement markings such as directional arrows, stop bars, and parking space boundaries are not subject to the limitation on area.

K. Miscellaneous Information

Information appearing on gasoline pumps, newspaper vending boxes and other vending machines, automatic teller machines, or matter appearing on or adjacent to entry doors such as PUSH, PULL, OPEN and/or CLOSED, or matter appearing on display windows or doors denoting hours of operation, credit cards accepted, and similar information, are allowed and 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 FAX (630) 443-4638

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 $45.00 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:_____

Phone:_____

Applicant/Contact

Name:_____

Address:_____

City:_____

State/Zip Code:_____

Phone:_____

General Contractor

Name:_____

Address:_____

City:_____

State/Zip Code:_____

Phone:_____

Electric Contractor

Name:_____

Address:_____

City:_____

State/Zip Code:_____

Phone:_____

Continued on Reverse

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 #:_____

05.16.2016