Date Received: _____ *Permit Number:* _____

VILLAGE OF TINLEY PARK, ILLINOIS
TEMPORARY SIGN PERMIT APPLICATION

The following items must be submitted with this application:

- ☐ One (1) color copy of the sign plan, including all dimensions and the square footage of the sign.
- ☐ One (1) color rendering of the sign as it is proposed on the building or on the property.
- ☐ An aerial photograph, current Plat of Survey, or site plan with the sign location marked.
- ☐ A copy of written consent from the owner of the building or land on which the sign is to be erected.

NOTE: Maximum of 16 sq.ft. per sign face and permit is valid for one month.

APPLICANT & BUSINESS INFORMATION

Name of Applicant: _____ **Phone Number:** _____

Applicant's Company: _____ **Email:** _____

Person to Call When Permit is Ready: _____ **Phone Number:** _____

Name of Business: _____

Business Address: _____

Name of Business Owner: _____ **Phone Number:** _____

Name of Property Owner: _____ **Phone Number:** _____

Management Company: _____ **Phone Number:** _____

Management Company Address: _____ □ *Not Applicable*

CONTRACTOR INFORMATION

Sign Installer: _____ **Phone Number:** _____

Sign Installer Address: _____

SIGN INFORMATION

Sign Type: □ Banner □ Flag □ Other: _____

Sign Location: □ On Building (wall/façade) □ On Property (ground) □ On Building (window) □ Other: _____

Quantity of Signs: _____ **Sign Length:** _____ **Sign Height:** _____ **Total Sign Height:** _____ *(ground signs only)*

Estimated Cost of Sign(s): _____

Sign Square Footage: _____ **Tenant's Square Footage:** _____

Tenant's Building Frontage: _____ **Sign Materials:** _____

Sign Colors: _____ **Sign Text:** _____

Sign Display Start Date: _____

Sign Display End Date: _____

Applicant Signature: _____ **Date:** _____

Village Zoning Code Section IX, Temporary Sign Code

Information on Temporary Signs for Commercial Spaces; refer to Sign Code for complete details.

Pin Signs  **TEMPORARY SIGN PERMIT REQUIRED**	Attention Getting Device  **NOT ALLOWED**	Feather Flag Waver  **TEMPORARY SIGN PERMIT REQUIRED**
Pennants  **NOT ALLOWED**	Banners  **TEMPORARY SIGN PERMIT REQUIRED**	Ground Inflatable  **TEMPORARY SIGN PERMIT REQUIRED**

Please note all signs must be on private property. Off-Premises signs are never allowed, including in the right-of-way

SIGN FACE AREA AND ALLOWABLE DURATION OF DISPLAY FOR TEMPORARY SIGNS	
Maximum Total Allowable Sign Face Area (Per Side of Each Sign)	Maximum Duration of Display
Twenty-five (25) square feet or less	Four (4) weeks
Twenty-six (26) to fifty (50) square feet	Three (3) weeks
Fifty-one (51) to seventy-five (75) square feet	Two (2) weeks
Greater than seventy-five (75) square feet	At the discretion of the Zoning Administrator or their designee

PLEASE CONTACT COMMUNITY DEVELOPMENT FOR QUESTIONS ON TEMPORARY PERMITS OR SIGN CODE AT 708-444-5100.