



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.

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 - _____