

## TEMPORARY SIGN REGULATIONS

### Commercial, Industrial & Institutional Zoning Districts ([Section 21.5\(A\)](#))

#### General Regulations:

1. The Temporary Signs listed below require a Temporary Sign Permit and shall be located entirely on private property.
2. The illumination of temporary signs shall not be permitted except in the event of a temporary panel placed on an existing sign.
3. All temporary signs must be securely mounted to the ground or structure and shall not be affixed to trees or other landscaping.
4. Temporary signs on fences shall not be permitted, except as provided for below.

#### Regulations for Specific Types of Signs:

1. Temporary signs related to a temporary activity taking place on the property:
  - a. Total: One (1) sign per street frontage shall be displayed.
  - b. Sign Dimensions: Maximum sign area shall not exceed thirty two (32) square feet and a maximum height of twelve (12) feet, including any support structures.
  - c. Duration: Signs may be displayed for a maximum of thirty (30) days, which may be broken up into four one week (seven day) periods. Any display period less than seven (7) days constitutes a one-week period. The signs must be removed immediately following the time period approved on the permit.
  - d. Materials: Shall be of a durable material intended for outside display/use. Inflatables or Feather Signs may be permitted, provided that they do not exceed ten (10) feet in height. Such signs are not permitted to be attached to a structure or placed on the roof of any structure.
  - e. Location:
    - i. Wall mounted temporary signs shall not extend above the roof line and must be mounted in such a way that they will not permanently damage the façade.
    - ii. Ground mounted temporary signs must be placed on private property and shall not be placed in a manner that creates a danger to the public, either as a result of dangerous construction, sight obstruction or any other cause.
2. Property with an active building permit. For non-residential properties with an active building permit:
  - a. Total: One (1) sign per street frontage shall be displayed.
  - b. Sign Dimensions: Maximum sign area shall not exceed thirty two (32) square feet and a maximum height of twelve (12) feet, including any support structures.
  - c. Duration: Signs shall be removed within seven (7) days after the completion of construction. Such signs shall not be illuminated. Signs may be placed on fencing provided the sign is made of durable materials.
3. Property receiving occupancy. For non-residential properties seeking occupancy upon completion of construction:
  - a. Total: One (1) sign per street entrance.
  - b. Sign Dimensions: Maximum sign area shall not exceed thirty two (32) square feet and a maximum height of twelve (12) feet, including any support structures.
  - c. Duration: The sign shall be removed within seven (7) days after the issuance of an occupancy permit or at 75% occupancy, whichever occurs last. Signs may be permitted on fences provided they are made of durable materials.

SEE NEXT PAGE FOR REGULATIONS FOR RESIDENTIAL ZONING DISTRICTS

## TEMPORARY SIGN REGULATIONS

### Residential Zoning Districts ([Section 21.5\(B\)](#))

#### General Regulations:

- a. The Temporary Signs listed in this Chapter require a Temporary Sign Permit and shall be located entirely on private property.
- b. The illumination of temporary signs shall not be permitted except in the event of a temporary panel placed on an existing sign.
- c. All temporary signs must be securely mounted to the ground or structure and shall not be affixed to trees or other landscaping.
- d. Temporary signs on fences shall not be permitted, except as provided for in this Section.

#### Regulations for Specific Types of Signs:

1. Property with an active building permit. For properties with at least five (5) units under the control of a single entity with an active building permit:
  - a. Total: One (1) sign per street frontage. Signs may be placed on fencing provided the sign is made of durable materials.
  - b. Sign Dimensions: Maximum sign area shall not exceed thirty two (32) square feet and a maximum height of ten (10) feet, including any support structures.
  - c. Duration: The sign shall be removed within seven (7) days after the completion of construction. Such signs shall not be illuminated.
2. Uses receiving occupancy. For residential properties seeking occupancy:
  - a. Total: One (1) sign per street entrance.
  - b. Sign Dimensions: Maximum sign area shall not exceed thirty two (32) square feet and a maximum height of ten (10) feet, including any support structures.
  - c. Duration: Signs shall be removed within seven (7) days after the issuance of an occupancy permit or at 75% occupancy, whichever occurs last.

SEE NEXT PAGE FOR TEMPORARY SIGN PERMIT APPLICATION



**PROPERTY INFORMATION**

Project/Business Name: \_\_\_\_\_  
Address: \_\_\_\_\_ Wheeling, IL

**TEMPORARY SIGN TYPE #1**

**Related to a temporary activity taking place on the subject property**  
*(commercial, industrial and institutional zoning districts only).*

Sign Type:  Post/Panel  Banner  Other: \_\_\_\_\_

Sign Area: \_\_\_\_\_ sq. ft. Total Number of Signs: \_\_\_\_\_

Display Dates: \_\_\_\_\_  
(Please indicate all days being requested)  
*Maximum of thirty (30) days, which may be broken up into four one week (seven day) periods. Any display period less than seven (7) days constitutes a one-week period. The signs must be removed immediately following the time period approved on the permit.*

**TEMPORARY SIGN TYPE #2**

**Property with an active building permit**

Sign Type:  Post/Panel  Banner  Other: \_\_\_\_\_

Sign Area: \_\_\_\_\_ sq. ft. Total Number of Signs: \_\_\_\_\_

Display Dates: Must be removed within seven (7) days after the completion of construction.

**TEMPORARY SIGN TYPE #3**

**Property receiving occupancy**

Sign Type:  Post/Panel  Banner  Other: \_\_\_\_\_

Sign Area: \_\_\_\_\_ sq. ft. Total Number of Signs: \_\_\_\_\_

Display Dates: Must be removed within seven (7) days after the issuance of an occupancy permit or at 75% occupancy.

**THE FOLLOWING DOCUMENTS MUST BE INCLUDED WITH THIS APPLICATION:**

- Site plan, survey or map image showing the location of the freestanding temporary sign on the subject property.
- Photograph or rendering showing the location of the temporary wall sign/banner on the subject building/exterior wall.
- Sign plan/drawing illustrating the proposed temporary sign, including dimension (a photograph of the temporary sign may be acceptable, subject to the determination of the Planning Division Staff).

**APPLICANT INFORMATION**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_  
Email: \_\_\_\_\_

**PERMIT INFORMATION (OFFICE USE ONLY)**

Date Received: \_\_\_\_\_ Reviewed By: \_\_\_\_\_  
Date Approved: \_\_\_\_\_