



BUILDING DEPARTMENT
(847) 395-1000
FAX: (847) 395-1920
Hours: 8:00 am – 4:30pm

TEMPORARY SIGNS

An On-Site Inspection is needed before permit approval (if ground sign). Mark out the location of the sign contact J.U.L.I.E. at 800-892-0123 and then contact the building department at the number listed above to set up an on-site inspection.

Below you will find a summary of code requirements for temporary signs within the Village of Antioch, based upon the Village of Antioch's Street Graphic Code Ordinance No. 10-14-1 through 18 and any amendments that may apply. **THIS IS ONLY A SUMMARY.** Please feel free to call the Plans Examiner at (847) 395-1000 if you have any questions.

Temporary Graphic:

A temporary graphic may be displayed on a temporary basis on a zoning lot a maximum of four (4) times per calendar year for a period not to exceed fifteen (15) days for each permit. No temporary graphic shall exceed sixteen (16) square feet in surface area or four (4) linear feet in height. Temporary graphics shall be displayed as a banner that is either erected as a ground graphic or affixed or attached to a building in the manner of a wall graphic. The number and surface area of temporary graphics shall not limit the number or surface area of other allowable street graphics on a zoning lot. Temporary graphics shall be allowed only in the business and manufacturing zone districts and cannot encroach in the right-of-way. Temporary graphics of noncommercial nature utilized by not-for-profit agencies shall be exempt from the permit fee associated with the installation of temporary signage (proof is needed), but shall be required to adhere to all regulations regulating time, place, and manner.

Grand Opening/ Grand Re-opening Signs:

Grand opening signs, searchlights, twirling signs, balloons or other gas filled figures shall not be used on a permanent basis. These signs, however, will be permitted at the opening of a new business in a business or manufacturing district for a total period not to exceed thirty (30) days. Before any sign described herein shall be erected or displayed pursuant to this subsection, the owner, erector or user of the sign shall permit the sign with the administrator. Grand opening signage shall not be allowed to extend above the parapet of the principal structure and shall be ground or wall mounted.

Prior to any signs being erected under the provisions of this subsection, a permit must be obtained from the village. The village shall have absolute authority to hold the application for permit for a period of no greater than thirty (30) days. The village shall have authority to reject the permit should the signs, in their opinion, be erected in such a way as to be located in such a manner/area as to interfere with the traffic flow on the streets and highways of the village. (Ord. 10-04-12, 4-19-2010)

WHAT INFORMATION DO I NEED TO SUBMIT FOR A PERMIT?

WALL SIGNS

- Complete Permit Application.
- Size of the proposed sign
- Material signage is made of
- Dates the sign would be displayed
- Locations of sign on chosen site.
- **WRITTEN** site approval from property owner

GROUND SIGNS

- Complete Permit Application.
- Size of the proposed sign
- Material signage is made of
- Dates the sign would be displayed
- Locations & Placement of sign on chosen site.
- **WRITTEN** Site approval from property owner

WHAT HAPPENS NEXT?

We will contact you by phone, fax, or email within 5 – 10 business days to inform you when your permit is ready to be picked up. Signs can not be posted until the permit is paid for and picked up. The permit must be picked up in person. We accept cash, checks and card. If there are additional items needed before permit issuance we will try to contact you as soon as possible.

HOW MUCH WILL MY PERMIT COST?

Permit fees are determined by the cost of construction (2%), or a minimum of \$62.00, which includes plan review fees, and all inspections. Per Village Ordinance 09-11-32, 50% of the fee shall be collected at the time of permit submission (application).

Per Village Ordinance 09-08-23 an electronic filing fee will be assessed. If electronic documents are not provided by the applicant, each application for a site development or building permit fee shall be accompanied by a 12 dollar flat fee plus, \$8 for each 24” by 36” full sized plan sheet and \$1 per 11” by 17” or smaller sheet.

INSPECTION SCHEDULE

1. Removal- Inspection will take place promptly 15 days after the event posted on sign.

INSPECTIONS ARE SCHEDULED MONDAY THROUGH FRIDAY BY CONTACTING THE BUILDING DEPARTMENT AT (847) 395-1000 BEFORE 2:00 P.M. 48 HOURS BEFORE THE INSPECTION IS NEEDED. THIS IS A MINIMUM, DEPENDING ON THE WORKLOAD; IT MAY NOT ALWAYS BE POSSIBLE TO SCHEDULE AN INSPECTION WITHIN THE 48 HOUR PERIOD.

PROVIDE PERMIT NUMBER AND ADDRESS WHEN CALLING IN FOR INSPECTIONS.

IF THE INSPECTOR NEEDS TO RETURN FOR THE SAME INSPECTION, A \$150.00 RE-INSPECTION FEE IS REQUIRED TO BE PAID BEFORE A RE-INSPECTION CAN BE SCHEDULED.

NO RE-INSPECTION ON THE SAME PHASE OF CONSTRUCTION SHALL BE DONE IN THE SAME 24-HOUR PERIOD.

THIS IS TO SERVE AS WRITTEN DOCUMENTATION THAT I WILL COMPLY WITH ANY/ALL REVIEW COMMENTS RECEIVED FROM THE INSPECTORS OF THE VILLAGE OF ANTIOCH AS THEY PERTAIN TO THE ISSUANCE OF PERMIT NUMBER _____.

Further, this is to serve as written notice that NO ADDITIONAL OPTIONS will be incorporated into Construction Permit “after-the-fact”. Should any additional options/revisions be required/desired after this permit has been issued and construction has begun, the work on said options/revisions will NOT begin until such time that the Permits Coordinator or the Chief Building Inspector has been contacted and informed of any/all revisions/options. This will allow for appropriate revisions to be added to the plan submitted and for file to be maintained appropriately, allowing for proper authorization of same. It will also allow for proper fee structure to be applied and for all necessary paperwork to be completed and reviewed by our Inspectors prior to the additional options/revisions being incorporated into this particular permit application.

This permit (once issued) will cover only the work specified on the plan submitted. I understand that a signed/notarized Contractor’s Statement may be required at the time that the construction is ready for a Final Inspection.

If any changes occur with regards to the sub-contractors reflected on the permit, notice will be given to the Village (in writing) so that all appropriate insurance and bonding requirements will be met PRIOR to that portion of the work beginning.

I am aware of the review comments made by the Inspectors and will adhere to their findings. All concerns regarding this application for permit have been addressed. Signing of this is an acknowledgment of that fact and also the understanding that I will also comply with/adhere to any/all comments, concerns, adjustments or determinations of the Village Inspectors which may result at the site, once work is in progress.

The property-in-question may be subject to Covenants, Conditions, and Restrictions (CCR’s), which are private restrictions subject to enforcement by a Homeowners’ Association. In issuing any construction permit, the Village of Antioch makes no representation that the approved plans comply with the provisions of the CCR’s.

NOTE: Building Plans are to be kept on site as per Building Code

THE APPLICANT ACKNOWLEDGES TO HAVE READ THE ABOVE, AND AGREES TO SAME.

Signature

Date

Example of written request from property owner

I give _____ permission to have a temporary sign on my property at the corner of _____ and _____. This sign is to promote community events. I understand the sign will be installed from _____ to _____ and removed promptly after the event date.

Name

Date