

SIGNS

- A permit application must be completed for each sign, with two (2) sets of drawings showing dimensions and construction details of proposed sign attached.
- Provide two (2) Plats of Survey indicating location of proposed sign on each plat.
- If changes are being proposed for an existing sign, include a photograph of existing sign.
- Licensed electrical contractors must install illuminated signs.
- Every sign installer must be licensed per the attached requirements.
- Wall signs for a building which fronts on a public street may have three (3) square feet of signage for each lineal foot of building frontage with a maximum of 100 square feet. Corner buildings fronting on two (2) streets will be allowed two (2) signs – the total not to exceed 100 square feet. Surveys must be submitted locating signage and showing measurements for lot frontage.
- Pole + Monument (ground) signs are based on lot frontage. Minimum lot frontage is 75 lineal feet. For example, a lot with between 75 lineal feet and 120 lineal feet may have one ground sign, not to exceed 75 square feet (Pole) or 80 square feet (Monument). Lot frontages in excess of 120 lineal feet may have a sign up to a maximum of 90 square feet (Pole) or 100 square feet (Monument).
- Pole and monument signs are required to provide and maintain landscaping in a 3' width on each side of the sign's base.
- The leading edge of ground signs must be five a minimum of feet (5') from any property line. For most properties the maximum height of a pole sign is 20'0", and the Maximum height of a monument sign is 5'0". Larger properties may allow for additional height with a greater setback.
- Temporary signs such as banner, flag signs are allowed four times per year, with 60 days in between. They are valid for 30 days only.
- Additional items covered under the Sign Ordinance include awnings, canopies, marquees and street clocks. However, these structures will require an Application for Development Permit. For items with lettering, a Sign Permit Application will also be required.
- See the Sign Ordinance for details, or contact Johanna Bye, Senior Planner at (847) 391-5392.
- Call JULIE, Joint Utility Locating Information for Excavators, at 811, for the utility line location information. JULIE is a free service.
- Be advised that the above-mentioned are guidelines. Each permit is treated individually and certain other requirements may apply. Once the above-mentioned information is submitted, the correct determination can be made.
- Sign variations are limited; please see attached Ordinance. The Sign Regulations (Chapter 11 of the Zoning Ordinance) are also on the City of Des Plaines website at www.desplaines.org