



## DuPage County Building & Zoning Department

### Building Division

## SIGNS



The following are guidelines and requirements to assist when **installing a sign** (banner, ground or wall). This information is provided to identify minimal requirements in the County's adopted Building Code and Zoning Ordinance. These guidelines are not all inclusive, but cover the most critical requirements involved in this type of project. Signs in a Stormwater Management Area (wetland, floodplain, buffer), drainage swale or drainage easement may require further review. Feel free to contact our department if you have further questions.

**Requirements to submit:** (must be submitted in person) approximate review time – 8-15 business days

1. Application form for accessory structures - Type I (All applications are required to have the owner's signature or a notarized owner authorization form signed by the owner of the property to submit for permit - we cannot accept the submittal without either one of those documents)
2. Non-refundable application fee
3. Plat of Survey
4. Construction detail
5. Trust Disclosure form for properties in a trust

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1. The [Type I application](#) form shall be filled out completely. The owner's name, address and phone number, site address if different, cost of proposed work, whether the property is on water/sewer or well/septic, contractor's name and registration number (all contractors doing work in the unincorporated areas of DuPage County must be registered with our department prior to permit issuance), signature of owner. A notarized [Owner Authorization](#) form is required if the owner of the property has not signed the application form.
  2. A non-refundable application fee will be required – this portion of the fee is credited toward the final permit fee (reference the [Schedule of Fees](#) for specifics), a Drainage Review fee for a ground sign. We accept exact cash, checks or Master Card and Visa.
  3. Provide 2 copies of a current scalable Plat of Survey with the sign drawn to scale in the exact proposed location for ground signs with the dimensions. A current scalable Plat of Survey is also required for wall signs. The Illinois Licensed Land Surveyor's seal and signature must be visible. According to the Building Code the scales accepted are 1"=10', 20', 30', 40' or 50'. Reduced/enlarged copies **WILL NOT** be accepted.
  4. Provide 2 copies of construction detail of the sign(s).
  5. For any property that is in a trust (bank or trust company) will need to have the [Trust Disclosure](#) form completed by the trust company stating the beneficiary of the trust. For properties in a family trust we need some paperwork showing the beneficiary for signing the application.

## Requirements at permit issuance:

6. Entrance permit
7. Fees
8. Performance Bond
9. Contractor Registration

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6. Prior to permit issuance an [Entrance Permit](#) (bond receipt) from whoever maintains the roadway (Township Highway Commissioner, Du Page County Department of Transportation, Illinois Department of Transportation or municipality). If a bond is required it is to protect their right-of-way and culvert area.
  7. [Permit fees](#) are due at the time of issuance. We accept exact cash, check or Master Card and Visa.
  8. The [Performance Bond](#) insures code compliance and is included in your permit fee. This portion of the fee is fully refunded once the final inspection has been approved.
  9. All [contractors](#) working on the project are required to be registered with DuPage County Building Division and have a current registration when the permit is issued.

## Zoning Requirements: Section 37-1101:

### Residential Zones: (Section 37-1105.1)

- Commercial Signs are prohibited
- Exempt Signs (Real estate and political signs): Please contact the Zoning staff at 630-407-6700

### Commercial and Office Zones: (Section 37-1105.2)

#### Amount allowed:

- Pole and Ground Signs:
  - 1 per lot
  - Corner lots allowed an extra sign depending on frontage (please contact the Zoning staff at 630-407-6700)
- Wall Signs are unlimited depending on linear frontage of the wall or tenant space

#### Location:

- Pole and Ground Signs:
  - Front: at least 15 feet from the front property line
  - Must maintain all other setback requirements in the zoning district
- Wall Signs:
  - Must maintain the setback requirements for the principal building in the zoning district

#### Height:

- Pole:
  - Not to exceed 20 feet in height
  - Must maintain at least 8 feet of clearance between the ground and the bottom of the sign
- Ground Signs:
  - Not to exceed 10 feet in height
- Wall Signs:

- Must maintain the height requirements for the principal building in the zoning district but in no case shall the sign be located on the roof of the building

Area:

- Pole Sign and Ground Sign:
  - 1 sq. ft. of sign per every 3 linear feet of street frontage not to exceed 50 sq. ft. of signage
- Wall Signs:
  - 1 sq. ft. of sign per every 1 linear foot of street frontage
  - The total gross surface area of all wall signs shall not exceed the number of linear feet of building frontage

Industrial Zones: (Section 37-1105.3)

Amount allowed:

- Pole and Ground Signs:
  - 1 per lot
  - Corner lots allowed an extra sign depending on frontage (please contact the Zoning staff at 630-407-6700)
- Wall Signs are unlimited depending on linear frontage of the wall or tenant space

Location:

- Pole and Ground Signs:
  - Front: at least 15 feet from the front property line
  - Must maintain all other setback requirements in the zoning district
- Wall Signs:
  - Must maintain the setback requirements for the principal building in the zoning district

Height:

- Pole:
  - Not to exceed 20 feet in height
  - Must maintain at least 8 feet of clearance between the ground and the bottom of the sign
- Ground Signs:
  - Not to exceed 10 feet in height
- Wall Signs:
  - Must maintain the height requirements for the principal building in the zoning district but in no case shall the sign be located on the roof of the building

Area:

- Pole Sign and Ground Sign:
  - 1 sq. ft. of sign per every 2 linear foot of street frontage not to exceed 100 sq. ft. of signage
  - Where a zoning lot contains eight hundred (800) or more feet of street frontage along any one street, one additional sign complying with the above sign specifications shall be permitted, provided such signs are located not less than four hundred feet (400') apart
- Wall Signs:
  - 1 sq. ft. of sign per every 1 linear foot of street frontage
  - The total gross surface area of all wall signs shall not exceed the number of linear feet of building frontage

Temporary Banners and Balloon Signs:

Amount Allowed:

- 1 banner or 1 balloon sign shall be allowed for each zoning lot
- The 1 banner or 1 balloon sign may be pole or wall mounted, may be illuminated, may be double faced
- On corner lots, 1 additional banner may be displayed on the second street where such street carries a designation of arterial street or major collector street
- A balloon sign may be mounted to the ground, a pole, or the roof of the principal building, may be illuminated, and shall not exceed 15' in height or 10' in diameter

Duration:

- A banner or balloon sign permit shall be valid for a period of 4 weeks and may be issued only twice in a calendar year
- All such signs shall be removed from the premises within twenty four (24) hours after expiration of the permit

Size:

- Banner Signs: Not more than 100 square feet
  - For corner lots the 2<sup>nd</sup> banner sign not more than 50 square feet
- Balloon Signs: shall not exceed 15' in height or 10' in diameter

**Drainage Requirements:**

Provide location on plat of survey. Proposed structures cannot have a negative impact on the existing drainage for the neighboring properties. **Disclaimer:** If there are any special management areas (including any of the following; floodplain, wetland and wetland buffer) on the property additional permit requirements may be needed. See Sec.8-128.2 of the County's Building Code for Minimum Plan Requirements.

**Disclaimers:** If there are any special management areas (including any of the following; floodplain, wetland and wetland buffer) on the property additional permit requirements may be needed. See Sec.8-128.2 of the County's Building Code for Minimum Plan Requirements.

**Minimum Building Plan Requirements:**

- 2014 National Electrical Code, [Article VI, Section 8-600](#) with local amendments
- 2015 International Building Code, [Article VII, Section 8-700](#) with local amendments

**Inspections:** (a minimum of 24 hours advance notice required for inspection scheduling)

Please contact the Building Division at 630-407-6700 to schedule inspections. (Where no work has been started within 90 days after the issuance of a permit, or when more than 90 days lapses between required inspections, such permit shall be void. No work shall commence prior to issuance of permit). Feel free to contact our office if you have any questions regarding the permit or inspection process at 630-407-6700. The office location is 421 N. County Farm Road, Wheaton, IL 60187. You can visit our web site at [www.dupageco.org/building](http://www.dupageco.org/building).

**CALL BEFORE YOU DIG – CONTACT [J.U.L.I.E.](#) - 1-800-892-0123 FOR UNDERGROUND UTILITY LOCATIONS**