

To pick-up:

- Permit fee—payable by check, cash or credit card (Visa & Master Card only)
- Township/Hwy Entrance Permit
- Additional items may be required



Application, Owner Authorization, Trust Disclosure forms can be downloaded from our web site.

ZONING REQUIREMENTS

EXCAVATING/FILLING:

- Requires a permit
- Any change of the grade or sub-grade by cutting, scraping, grading, trenching, digging, filling in, or otherwise reshaping the natural contour of the ground where the work exceeds five percent (5%) of the lot area or 2,000 sq ft, (whichever is smaller), and where the work exceeds five (5) cubic yards of fill

For information regarding General Residence Districts (R-5 through R-7) and all other Districts please contact the Zoning Staff at 630.407.6700



DUPAGE COUNTY

Building & Zoning Department
421 N County Farm Road
Wheaton IL 60187

Phone: 630-407-6700
Fax: 630-407-6702
E-mail: Buildingandzoning@dupageco.org
www.dupageco.org/building

DUPAGE COUNTY

BUILDING DIVISION

SIGNS EXCAVATION FILL



All contractors performing work in the unincorporated areas of DuPage County are required to be registered with the County

SIGNS

BANNERS/BALLOONS/PERMANENT/WALL

Building Requirements

To apply: (must be submitted in person)

- A non-refundable application fee is required at the time of submittal (credited toward final fee at time of issuance)
- Completed application (property owner's signature will be required on application or an authorization form signed and notarized by owner will be required at the time of submittal)
- Two (2) copies of a current scalable Plat of Survey with surveyor seal & signature visible with sign drawn on the scale for ground signs only. A scalable Plat of Survey is also required for wall signs with the seal & signature visible on the survey. Scale required—1"=10'; 20; 30', 40', or 50')

To pick-up:

- Permit fee—payable by check, cash, credit card (Visa & Master Card only)
- A fully refundable cash bond per the adopted Schedule of Fees
- Additional items may be required

For property in a Bank Trust for all applications: a trust disclosure form completed by the bank will be required at the time of **permit submittal**

Zoning Requirements

BANNERS/BALLOON SIGNS

- Requires a permit
- All Banner & Balloon signs must be setback at least fifteen (15) ft from the front property line

- One Banner sign permitted per zoning lot not to exceed one hundred (100) sq ft in size or
- One Balloon sign permitted per zoning lot not to exceed fifteen (15) ft in height and ten (10) ft in diameter
- Both types of signs are permitted 2 times per year for not more than thirty (30) consecutive days at one time
- All such signs shall be removed within twenty-four (24) hours after expiration of the permit

PERMANENT GROUND SIGNS/ POLE SIGNS/WALL SIGNS

Residential Zoning lots: See Sec. 37-1105.1 of the DuPage County Zoning Ordinance

Business and Office Districts:

- Requires a permit
- All signs must be setback at least fifteen (15) ft from the front property line
- Pole signs cannot exceed twenty (20) ft in height with the lowest bottom edge of the sign not less than eight (8) ft above grade
- Ground signs cannot exceed ten (10) ft in height
- Ground and pole signs may be illuminated, may be double faced, and the total area of the sign cannot exceed one (1) sq ft of signage for every three (3) linear ft of street frontage not to exceed fifty (50) sq ft for any single face of the sign
- Wall signs: one (1) sq ft of sign for every one (1) linear ft of building frontage relative to a street or parking lot and must be located below the roof line

For additional sign regulations please see Section 37-1105.2 of the Zoning Ordinance

Industrial Districts:

- Requires a permit
- All signs must be setback at least fifteen (15) ft from the front property line
- Pole signs cannot exceed twenty (20) ft in height with the lowest bottom edge of the sign not less than eight (8) ft above grade
- Ground signs cannot exceed ten (10) ft in height
- Ground and pole signs may be illuminated, may be double faced, and the total area of the sign cannot exceed one (1) sq ft of signage for every two (2) linear ft of street frontage not to exceed one hundred (100) sq ft for any single sign face of the sign

For additional sign regulations please see Section 37-1105.3 of the Zoning Ordinance. Any sign located in a Stormwater Management Area (wetland, floodplain or buffer) or drainage swale or easement may require further review.

EXCAVATION/FILL

No permit necessary for excavating or filling with less than five (5) yards of fill unless it takes place in a Stormwater Management Area (wetland, floodplain or buffer) or drainage swale or easement which would require a permit.

To apply: (must be submitted in person)

Completed application (property owner's signature will be required on application or an authorization form signed and notarized by owner will be required at the time of permit issuance) **no faxed copies are allowed**

Five (5) copies of a scalable Plat of Survey with surveyor seal & signature visible with the proposed area of fill drawn on

Estimated review time 8-20 business days