



COMMUNITY DEVELOPMENT DEPARTMENT
255 S. Lincoln Avenue, 2nd Floor
O'Fallon, IL 62269
(618) 624-4500 x 4
Fax: (618) 624-4534

APPLICATION FOR A TEMPORARY SIGN PERMIT
(Do not write in this space - for office use only)

Date: Permit Number: Zoning District: Permit Fee: \$35

I. APPLICANT INFORMATION

Project Name:

Project Address:

Applicant Name: Contractor Tenant

Mailing Address:

City: State: Zip:

Phone: Email:

II. SIGN INFORMATION

Sign Type: Please choose one of the following:

- On Building, In Ground, Grand Opening, Subdivision Promotion, Annual Outdoor Sales Display

Signs may not be placed in right of way (which includes the area between the sidewalk and the street)

One sign (either on the building or in the ground) that does not exceed the listed maximum size can be placed Friday through Sunday without a permit at all times. Therefore, Friday, Saturday, and Sunday (and National Holidays on Mondays) do not count towards your maximum of 45 days per calendar year. You can apply for up to three temporary sign permits per year.

For a full description of sign regulations see §§158.160 - 158.168 of the Code of Ordinances

**II. SIGN INFORMATION (continued)**

**Sign Dimensions:**

Number of Signs: 1 Length: \_\_\_\_\_ ft \_\_\_\_\_ in Width: \_\_\_\_\_ ft \_\_\_\_\_ in Sign Area: \_\_\_\_\_ sq. ft.

**Total Cost of Signage:** \$ \_\_\_\_\_

**Permit 1:** Post Date: \_\_\_\_\_ Removal Date: \_\_\_\_\_ Days: \_\_\_\_\_

**Permit 2:** Post Date: \_\_\_\_\_ Removal Date: \_\_\_\_\_ Days: \_\_\_\_\_  
*(if applicable)*

**Permit 3:** Post Date: \_\_\_\_\_ Removal Date: \_\_\_\_\_ Days: \_\_\_\_\_  
*(if applicable)*

**III. AUTHORIZATION TO APPLY**

Application is hereby made for a Certificate of Zoning Compliance, as required under the Code of Ordinances of the City of O'Fallon, Illinois, for the erection, moving or alteration, and use of sign structures and premises. In making this application, the applicant represents all of the statements and any attached maps and sign drawings to be a true description of the proposed new or altered signs. The applicant agrees that the permit applied for, if granted, is issued on the representations made herein and that any permit issued may be revoked without notice on any breach of representation or conditions. It is understood that any permit issued on this application will not grant right of privilege to erect any sign structure or to use any premises described for any purpose or in any manner prohibited by the Code of Ordinances, or by other ordinances, codes or regulations of O'Fallon, Illinois.

**Applicant:** \_\_\_\_\_ Date: \_\_\_\_\_  
*(Signature)*

**STAFF USE ONLY**

**Planning & Zoning Division Approval:**

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

**Building & Inspections Division Approval:**

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

**Remarks:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_