TEMPORARY SIGN PERMIT APPLICATION
COMMERCIAL AND NON-RESIDENTIAL

OFFICE USE ONLY	PAYMENT INFO	
PERMIT #	☐ CASH ☐ CREDIT	☐ CHECK #:
ISSUE DATE	AMOUNT PAID	ACCEPTED BY
EXPIRATION DATE		

APPLICANT INFORMATION	
BUSINESS/ORGANIZATION NAME	PROPERTY STREET ADDRESS
CONTACT FIRST NAME	LAST NAME
PHONE	EMAIL

SUBMITTAL REQUIREMENTS

1. Completed Temporary Sign Permit Application
2. Plat of Survey indicating the locations of all proposed signs
3. Rendering or photo of temporary sign(s)

INSTRUCTIONS

Please check the box next to each temporary sign requested. Examples can be found on the Temporary Sign Guidelines Sheet. **Refer to the Special Circumstance Definitions below and enter the corresponding letter in the Circumstance column.**

☑	Sign Type	Quantity	Size	Fee Total
☐	Banner (Ground or Wall)			
☐	Banner Stand			
☐	Feather Flag			
☐	Yard/Post Sign (> 6 ft^2)			
				Total Sign Fee:

I hereby certify that I am the owner or duly authorized agent of the owner for the purposes of this application. I further certify that I have read and examined this application and know the same to be true and correct. If any other information provided on this application is incorrect, the permit or approval may be revoked. I also understand that all work shall be completed in compliance with the City of Oak Forest Codes and Ordinances and the statutes of the State of Illinois.

APPLICANT SIGNATURE DATE

BUILDING OFFICIAL DATE

For more information regarding sign size, placement, and other requirements, refer to *Part 1-C, Signs,* of the Zoning Ordinance at **https://www.oak-forest.org/503/Zoning-Code.**

Applications will be reviewed within 5 business days. Contact the Building Department with any questions at clarson@oak-forest.org or call 708-444-4817.

PLEASE RETURN ALL SUBMITTAL REQUIREMENTS TO THE CITY OF OAK FOREST BUILDING DEPARTMENT, 15440 S. CENTRAL AVENUE.