



SIGN PERMIT PROCEDURES

PERMANENT SIGN

1. Complete application
2. Attach a Plat of Survey showing the location of sign, building, parking, sidewalk, etc. Identify the specific footage of street frontage of the business.
3. Sign is limited to 4 sq. ft. per dedicated frontage.
4. Attach a drawing of the sign showing the size (width, height and square footage).
5. Sign is limited to 25'0" in height and no closer than 5'0" to any property line.
6. Fee is \$4.00 per square foot.
7. A large sign requires a plan review.
8. Contractor must be licensed to do work in the City of Country Club Hills.

TEMPORARY SIGN

1. Complete application
2. Sign must not be placed in the right-of-way of property.
3. Limited to 50 sq. ft., 10' high.
4. Fee is \$0.00
5. A temporary sign can only stay located on property 60 days per calendar year.
6. A drawing of the sign and location is required. Electrical connection must be shown and electrical permit may be required.
7. Contractor must be licensed to do work in the City of Country Club Hills.