City of Oak Park

Municipal Services Department

Building Division

SANDWICH BOARD SIGN PERMIT

Permit fee $125 (initial request) / $100 (annual year - January to December)

Location: _____ Date: _____

Property owner's name: _____ Phone: _____

Business name: _____

Business owner's name: _____ Phone: _____

Installation date: _____ Removal date = Dec. 31 of current year

Location of sandwich board sign: _____

Size of sandwich board: Height _____ X length _____ = _____ square feet

Sign wording: _____

GENERAL REQUIREMENTS FOR STATIONARY SANDWICH BOARD SIGNS

Stationary sandwich board signs are allowed (in business districts B-1, B-2, PTRED, & PCD districts), after issuance of an annual permit, and subject to the following:

1. One stationary sandwich board sign per business, no greater than 6 square feet in area, with a maximum height of no more than three and one-half feet.
2. The sign shall be placed so it maintains 5 feet of pedestrian passage, does not cause a sight obstruction and does not hinder ingress or egress from buildings or parked cars. Signs shall be stored indoors when business is closed.
3. Signs may include the name of the business, the word "Open," hours of operation, and one other line of text. Graphics including a business's logo shall be permitted, but individual product logos shall be prohibited.
4. No sign shall be connected to any power source.
5. No sign shall be chained or otherwise secured to a building, bench or pole.

I have read the City Sign Ordinance, the City Council and Municipal Services procedures as they pertain to sandwich board signs. I understand I am subject to citation with a court appearance ticket, should I fail to adhere to all conditions of approval.

Applicant's signature: _____ Date _____

For Office Use

Approved: ◯ Denied: ◯ Date _____

Notes: