



TEMPORARY BANNERS AND SIGNS

PERMIT PROCESS

This information is being provided to help guide you through the permit process. It is the responsibility of the property owner and/or designee to ensure that a permit has been secured prior to commencing any work and that all required inspections are approved.

VBG does not allow temporary signs to be installed year-round. All temporary signs have restrictions on the maximum duration they can be installed:

- Banners/feather flags for events – 60 total days per business per year
- New business signs – 60 days initially, renewable once for 60 more days
- Construction signs – must be removed 5 days after construction completed
- Residential renovation signs – must be removed 5 days after work completed
- For rent/lease/sale signs – 1 year permit, renewable
- Subdivision marketing signs – 1 year permit, renewable



Types of Temporary Signs Allowed:

- Banners, pennants, feather flags
- Inflatables/balloons (individual size limits apply)
- Portable sidewalk signs (6 sq ft limit)

New Business Signs:

- 60-day permit, renewable once for 60 more days
- Size limits match permanent business signs

Grand Opening Signs:

- Allowed under the rules for “Event Signs” (Section [14.20.20](#))
- Require Permit from Village
- Landlord approval required if leased property
- Limited to 4 events per year, up to 60 total days
- Maximum size of 32 square feet

Other Business Event Signs:

- Also follow “Event Signs” regulations
- Permit required
- Landlord/Bldg Mgt approval required
- 4 events per year, 60 day total limit
- 32 square feet maximum size

Step 1: Permit Application Submittal

- **Permit application must include the project cost, contractor(s) list and signed** – www.vbg.org/PA
- **Landlord/Building Management consent** letter/email approving the temporary signs and/or banners.
- **Contractor Registration:** www.vbg.org/contractor *Temporary signs might not involve a contractor.
- **Submit pictures and dimensions of the proposed temporary signs.**
- **Delivery Options** – Mail or drop-off, M-F, 8a-4p. Online acceptance is not available at this time.
Village of Buffalo Grove - Attn: Building Dept - 50 Raupp Blvd, Buffalo Grove, IL 60089



Step 2: Processing and Plan Review

VBG strives for an average review turnaround time of 5 business days once all required information is provided. If revisions necessitate, the applicant must respond directly to plan reviewer in writing, providing corrected revisions as directed. Once approved, the applicant will be contacted with permit issuance information, fees and payment options.

Step 3: Permit Issuance

Permit Fees: \$85.00 (Cash, check, and credit card with 3% processing fee – Not Accepted: AMEX)

Step 4: Inspections

Review permit issuance page for inspection(s). **Email Directives:** www.vbg.org/inspections

Step 5: Completion

Upon completion and approval of final inspections, the permit will be closed out.

Additional Information

www.vbg.org/shortcuts

[VBG Temp Sign Information Here](#)

