



I certify that I have received a copy of these regulations and will comply with the regulations contained herein.

Name

Date

INSPECTIONAL
SERVICES DIVISION
630-823-5860

Flag Pole Requirements

A Building Permit is Required for Flag Pole Installation

Along with the completed **APPLICATION FOR BUILDING PERMIT** and applicable plan review fees, applicants must submit the following information.

1. PLAT OF SURVEY, drawn to scale, indicating:

- * the dimensions of the property; the distance from the front property line to the building;

- * the dimensions of the building, including width, depth and height; the dimensions of the tenant space, (if applicable);

- * the location of all existing flagpoles on the property;

- * the location of the proposed flagpole including the dimensions from the front property line and nearest side property line.

2. BLUEPRINT or SCALE DRAWING of the proposed flagpole indicating:

- * the distance from grade level to the top and bottom of the flagpole;

- * the type of materials and colors to be used;

- * the method of attachment to the building (show details);

- * plans for free-standing flagpoles must include foundation detail and calculations, and must be sealed by an Architect or Structural Engineer registered in the State of Illinois;



- * plans for wall flagpoles must include an elevation of the business frontage indicating flagpole location and

the dimensions of the store front;

- * If flag is to be illuminated, during evenings and early mornings, provide type of conduit, cut sheets on fixtures, and depth of conduit and route of travel;

- * electrical disconnect per Section 600-2 of the National Electric Code.

All contractors must be registered in the Village of Hanover Park prior to the issuance of a building permit. If you have any questions please call 630-823-5790.

If flag is to be displayed at night, it should be illuminated. Flags that become frayed or soiled should be removed and disposed of in a respectful manner.

Call **J.U.L.I.E.** (Joint Utility Locating Information for **Excavators**) at 800-892-0123 for a dig number **prior** to obtaining a building permit for a free-standing flagpole. The dig number **must** be on the permit prior to issuance.

Flagpole contractors or tenants may submit applications for flagpoles; however, the contractor or tenant must submit written proof that the property **owner** concurs with the proposed placement, flagpole and style of the flagpole.

Locations within some business parks and shopping centers in the Village may be subject to alternate flagpole regulations or regulations in addition to those specified in the Village Flagpole Code.

The flag shall be flown from a permanently mounted flagpole. The height of the flagpole shall not exceed 20 feet or the height of the building, whichever is lower.

Two INSPECTIONS are required for flagpole:

- * prior to pouring concrete, the foundation/footing must be inspected;

- * final inspection when installation is completed.

A minimum of 24 hour notice is required for all inspections. To schedule an inspection, or if you have any questions, please contact the Fire Department's Inspectional Services Division at 630-823-5860

Short Version

Dig a hole 42" deep by 12" round and place 6" of small gravel for drainage on the bottom of the hole.

Insert Bolt in Sleeve place Sleeve in hole.

Surround Sleeve with concrete and use a level on top of the Sleeve to see that it is level.

Set and cure overnight.

