



# Flag Pole Requirements

## Permit Application Requirements

Permit application, can be obtained online or in-person.

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 630-823-5860.

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.

PLAT OF SURVEY, drawn to scale, indicating:

- 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

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

## Construction Requirements

Provide an electrical disconnect.

If a 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.

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.

Flags: Corporate flags are allowed in districts where permitted and in accordance with the following requirements: (a) One corporate flag shall be permitted per business, not to exceed 20 square feet in area. (b) 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. (c) Governmental flags may be flown on the same pole as a corporate flag. (d) Faded or torn flags shall be removed, replaced, or repaired to original condition. (e) Corporate flag = A sign made of fabric identifying the name and logo of the business located on the premises. (f) Organizational flags or emblems. These signs shall not exceed ten feet in height or six square feet per side.

Sec. 110-6.1: Flagpoles may be located in any yard not exceeding the height of the restrictions of the district. Residential, the height of the house or 15 feet maximum. Commercial, 20 feet maximum in height.

## Inspections

Two INSPECTIONS are required for a flagpole:

- Prior to pouring concrete, the foundation/footing must be inspected
- Call for a final inspection when the 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.

