

**CITY OF PITTSBURGH**  
**Art Commission,**  
**Department of City Planning,**  
**and**  
**Department of Public Works**

**OVER-THE-STREET BANNERS**  
**Policies and Procedures**  
**Effective January 1, 2002**

**I. Purpose**

Over-the-street banners are appropriate for the promotion of cultural and civic events of general public interest. Over-the-street banners shall be permitted only in commercially zoned areas. These banners shall not be used for political, commercial or profit-making purposes. To that end, these banners may not display corporate logos or similar endorsements. These banners shall not be used to promote banquets and/or similar dinner-type functions.

**II. Procedures**

*Size Requirements and Construction Methods*

Banners shall meet the requirements as outlined in the Department of City Planning's *Pittsburgh Streetscape Components Catalog* and by the Department of Public Works, as follows: Over-the-street banners shall not exceed twenty-four feet (24') in length and three feet (3') in height. The banner material shall be a minimum thirteen-ounce (13oz.) vinyl weight material. The banner shall have a hem between all edges and rope made of a minimum one-quarter inch (1/4") polypropylene material that shall be stitched into the hem. The rope furnished for installation shall be at least seventy feet (70') long. The banner shall have a minimum of ten (10) reinforced three-eighths inch (3/8") diameter grommets: five (5) on the top and five (5) on the bottom. The end grommets shall be placed one and one-half inches (1 1/2") from the outer edge. Grommets shall be placed in the center top and bottom and the remainder grommets shall be spaced equally apart. Wind slits are required in each banner, each cut in a semi-circle and at least four inches (4") wide. There shall be two (2) wind slits for every two and one-half feet (2 1/2') of length. For two-sided banners, a laminated window shade darkener should be added between the banners for better visibility. If applicable, banners may be recycled by changing dates, etc. year after year with prior written approval by the City of Pittsburgh's Department of Public Works.

Additional information regarding the City of Pittsburgh's Department of City Planning's *Pittsburgh Streetscape Components Catalog* is available by phoning (412) 255-8996 during normal business hours.

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### ***OVER-THE-STREET BANNERS - POLICIES/PROCEDURES***

Community-based organizations, business organizations and educational institutions may petition the Department of Public Works on a "first come, first serve" basis for a permit to display no more than two (2) over-the-street banners for a cultural or civic event. This permit request shall be submitted and received at least three (3) weeks prior to the opening date of the event or occasion for approval.

Applications for over-the-street banner permits are available at: City of Pittsburgh–Department of Public Works, at 611 Second Avenue in downtown Pittsburgh, and shall contain the following:

- Name and contact information of the Permittee
- Name of the benefiting organization or event
- Name and description of the event and date(s)
- Location of the event
- Name of the company installing the banners
- Number of banners to be installed (maximum of two)
- Proposed banner locations; including street names and cross streets, with maps
- Duration of time for display of the banners
- Detailed print-out and description of the banner design(s)
- Proof of insurance: Public liability of \$50,000 - \$100,000,  
Property damage of \$10,000

*(Note that the City of Pittsburgh must be named as additional insured.)*

The permit application must be returned to the Permit Office at the Department of Public Works, located at 611 Second Avenue in downtown Pittsburgh.

Permittee cannot request a banner permit more than six (6) months in advance of the event.

Over-the-street banners shall be permitted only in commercially zoned areas and shall not be displayed beyond a one-half mile radius of the event site.

Over-the-street banners shall be displayed for a maximum of thirty (30) days, including the two-week installation and two-day removal time periods. These banners shall be installed no more than two (2) weeks prior to the event and shall be removed no more than two (2) days after the event.

***Any over-the-street banners installed more than two (2) weeks prior to and/or removed more than two days (2) days after the event shall incur a citation of \$300.00 per day plus costs.***

The Department of Public Works shall be responsible for the collection of fees for all banner permits. Details regarding these current fees and other banner information are available by phoning (412) 255-2737 or faxing (412) 255-2728 the Department of Public Works, from Monday through Friday, from 9AM to 3PM.

All over-the-street banners shall be installed and maintained by the Permittee. Banners shall not be installed that obstruct traffic signs or warning devices, such as, but not limited to, street name, parking limitations, speed limit, school, directional or route designations.

The Department of Public Works reserves the right to fine and/or remove banners on display for the following reasons:

- banners which endanger public welfare, safety or property
- the permit has expired or is void
- no permit for the installation has been issued.

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*OVER-THE-STREET BANNERS - POLICIES/PROCEDURES*

*Please include all of the following materials with this permit application for approval:*

- *Map of proposed banner placement sites*
- *One (1) copy of the final design(s) and dimensions of banners*
- *One (1) copy of the proposed budget for the banner program*
- *One (1) copy of the proposed maintenance plan*
- *One (1) copy of permits from utility companies (if applicable)*
- *One (1) copy of proof of insurance*