



DEPARTMENT OF PUBLIC WORKS

City of Pittsburgh

611 Second Avenue, Pittsburgh PA 15219 Phone 412-255-2737 Fax 412-255-2728



BANNER REQUIREMENTS

Costs for each banner - 15 day period (Maximum display of 30 days):

1-5 banners	\$ 150.00
6-10 banners	\$ 375.00
11-20 banners	\$ 900.00
21-30 banners	\$1,552.50
31-40 banners	\$2,277.20

Insurance Required:	Public Liability:	\$50,000 - \$100,000
	Property Damage:	\$10,000

Proof of insurance required prior to issuance of permit. **City of Pittsburgh must be named as additional insured.**

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**

Size Requirements and Construction Methods:

- A. The over-the-sidewalk banner that attaches to a single pole shall have a maximum size of six feet (6') by four feet (4') wide and a minimum of sixteen feet (16') from the bottom arm. Both the top and bottom section must have a hemmed sleeve with a loop diameter of two and one-quarter inches (2 1/4") to slip over the arms that they are to be installed onto. The banner must have reinforced three-eighths inch (3/8") hole diameter grommets placed in the center of the sleeve, thirty-six inches (36") apart, center-to-center. The material must be a heavy-duty cloth, or, a vinyl material of thirteen-ounce (13 oz.) minimum weight. The banner must have at least two (2) wind slits cut in a semi-circle, at least four inches (4") wide and spaced not more than four feet (4') apart.
- B. The over-the-street banners, strung between two poles, shall be a maximum twenty-four feet (24') long by three feet (3') wide. The banner material shall be a minimum thirteen-ounce (13 oz.) vinyl weight material. The banner must have a hem between all edges and the rope, made of a minimum one-quarter inch (1/4") polypropylene material, must be stitched into the hem. The rope furnished shall be at least seventy feet (70') long. The banner shall have reinforced three-eighths inch (3/8") hole diameter grommets and at least ten (10) are required: five (5) top and (5) bottom. The end grommets shall be placed one and one-half inches (1 1/2") from the outer edge. Two additional shall be placed in the center, top and bottom, and the remainder spaced equally apart. Wind slits are required in the banner. They are to be semi-circle shaped and are to be at least four inches (4") wide. There must be at least two (2) wind slits for every two and one-half feet (2 1/2") of length. For two (2) sided banners a laminated window shade darkener can be added between the banners for better visibility.

The fee charged to neighborhood organizations for self-installed event banners shall be \$10.00 per banner for 15 days, to be installed only in local neighborhood.