



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.

CITY OF PITTSBURGH
PERMIT APPLICATION
FOR ATTACHMENTS OF BANNERS, STREAMERS, FLAGS, ETC.
TO POLES AND OTHER FACILITIES OF PUBLIC UTILITY COMPANIES
ON STREETS AND WAYS OF THE CITY OF PITTSBURGH

Permission is hereby requested by the undersigned applicant to make temporary installations of attachments of the following described nature to poles and other facilities of certain utility companies herein stated for the time period noted below on the streets and ways herein specified.

This permission is requested upon the condition that the undersigned applicant agrees to arrange, to install and maintain the said attachments in the safe manner at a minimum height of eighteen (18) feet, subject to the consent and regulations of the utility company on whose poles or facilities the attachments are to be made and subject to the approval and regulations of the Department of Mobility & Infrastructure of the City of Pittsburgh and that all equipment specified shall be removed in its entirety including any wires, brackets, etc., from said poles and facilities at the time specified in the permit.

Petitioner _____ Organization _____

Organization's Telephone Number _____ Organization's Fax Number _____

Organization's Email Address _____

WHAT IS THE PURPOSE OF THIS BANNER PROGRAM?

PLEASE NAME THE CROSS-STREETS BELOW AND ALSO ATTACH A MAP OF THE PROPOSED BANNER PLACEMENT SITES.

_____ From: _____ To: _____

_____ From: _____ To: _____

_____ From: _____ To: _____

UTILITY COMPANY WHOSE POLES AND/OR FACILITIES ARE TO BE USED FOR ATTACHMENTS
(Authorized utility company must be obtained by applicant.):

WHAT IS THE LENGTH OF TIME THE BANNERS WILL BE ON DISPLAY?

(Please note that this application may not be submitted more than 6 months in advance of an event.)

Date Erected: _____ Date Removed: _____ Total Fees: _____

(Please note that any banners installed more than two (2) weeks prior to and/or removed more than one (1) week after the event shall incur a citation of \$300.00 per day plus costs.)

Contractor responsible for installing & removing banners: _____

Contractor's Authorized Representative: _____ Phone Number: _____

Contractor's Mailing Address _____

THE UNDERSIGNED APPLICANT AGREES TO FURNISH THE CITY OF PITTSBURGH WITH ONE (1) COPY OF THE PERMIT(S) FROM THE RESPECTIVE UTILITY COMPANIES INVOLVED AND ONE (1) COPY OF PROOF OF INSURANCE (Please attach to application.)

The undersigned applicant further agrees to indemnify and save harmless from and against any and all loss, damage, injury, costs, claims, charges and expenses of every description, incident to or arising directly or indirectly out of the installation, presence, maintenance, or removal of said attachments, and that a certificate of insurance will be furnished to the City of Pittsburgh, guaranteeing the above protection in the following amounts.

_____ (Name of Organization) further agrees to obtain and maintain in effect the following insurance for the protection of the City of Pittsburgh, all premiums being at the expense of the applicant, which insurance shall be in effect for the duration of the Attachments, and which insurance shall cover and name the City of Pittsburgh as an additional insured.

PUBLIC LIABILITY \$50,000 - \$100,000
PROPERTY DAMAGE \$10,000

It is understood that the CITY OF PITTSBURGH reserves the right to order the removal of such attachments at any time, at the sole cost and expense of the undersigned applicant when, in the opinion of the Director of the Department of Mobility & Infrastructure, the same interferes with the free use of the streets or is detrimental to the safety of the public.

Name of Organization

Name of Authorized Representative

Signature _____ Date _____

Phone: _____

Fax: _____

WITNESS:

Name

Signature

Date

Address

Please refer to POLICIES AND PROCEDURES for Over-the-Sidewalk and Over-the-Street banners and include the appropriate materials with this permit application for approval.

PERMIT OFFICE USE ONLY

The CITY OF PITTSBURGH hereby consents to the attachments requested in the foregoing application conditioned upon the terms therein set forth.

Art Commission, City Planning -- Approval & Date
(Permanent locations for Neighborhood Organizations)

Director, Department of Mobility & Infrastructure -- Approval & Date

Supervisor, Department of Mobility & Infrastructure -- Approval & Date