



Banner Permit Information Sheet

Department of Mobility and Infrastructure
May 8, 2020

At a Glance

- A person or company must apply for a Banner Permit to place banners on poles in the public right-of-way.
- The applicant is responsible for the costs of installing and removing the banners in a manner approved by DOMI. The installation and removal of banners is subject to the department's inspection.
- The banner permit is available in 15-day increments. Limited duration or special event Banner Permits are limited to one 15-day increment, while annual Banner Permits can be for up to one year. In some cases, the latter category may be eligible for annual renewal.
- Annual banners require review and approval from the City's Art Commission to ensure that the banner design is suitable. Before applying to DOMI for a Banner Permit, the applicant must have Art Commission approval.
- **When to apply:** Once approval has been granted from the Art Commission, applicants should apply for banner permits online through OneStopPGH **at least four weeks** in advance of the date the banner is needed. Applying through OneStopPGH makes it easy to view and print your permit and "No Parking" sign at home and request an inspection or amendment to the permit dates. Please see the Application/Review/Inspection section for additional information on inspections.

Required Documents

- A copy of the applicant's insurance certificate (*required*);
- A plan showing location of banners (*optional*);
- A picture of the banner design (*required*);
- A letter from the City's Art Commission with notice of approval (*required for annual banners*).

See the department's *Document Guide* at <https://pittsburghpa.gov/domi/row-info> for more details.

Information Needed for Application

- Applicant name and contact information;
- Contractor name and contact information (if the applicant is not doing the work). **Note:** all contractors are required to be registered with the City through OneStopPGH and must maintain valid bond and insurance when required for the permit;
- Banner description, location, number of poles and how the banner will be mounted;
- Start and end dates for banner installation;
- Occupancy start and end dates for when the banners will be in place.

Fees

- Application Fee: \$25.00
- Permit Fee:
 - 1-5 banners: \$150.00 for each 15-day period
 - 6-10 banners: \$375.00 for each 15-day period

- 11-20 banners: \$900.00 for each 15-day period
- 21-30 banners: \$1,552.50 for each 15-day period
- 31-40 banners: \$2,227.20 for each 15-day period
- Community-based events only: \$10 per banner assessed for each 15-day period
- Extension Fee: n/a (no extensions allowed; see below)

Application/Review/Inspection Process

- The applicant can select preferred installation and occupancy dates for the banners. Permit fees and the expiration date automatically are rounded up to the nearest 15-day period when the permit is issued.
- The applicant will be notified within three (3) business days from the time of application if the application is incomplete. DOMI reserves the right to follow up with the applicant to request additional information if needed.
- The applicant should allow up to four (4) weeks for DOMI to review the permit application and make a determination of whether to approve or deny it.
- The permittee must request two (2) DOMI inspections for this permit:
 - A compliance inspection after the banner is installed;
 - A post-occupancy inspection.

See the department's *Inspections Guide* at <https://pittsburghpa.gov/domi/row-info> for details on each inspection.

- Permittees can request an inspection online through OneStopPGH portal or by calling the DOMI inspector listed on the permit. Deficiencies will result in a warning, citation, or other corrective action as outlined in the *Rules and Regulations Guiding Permits, Licenses, and Plan Reviews*.
- Banners and mounting hardware must be removed when the permit expires unless otherwise approved in advance by DOMI. Permittees who leave banners and mounting hardware in the ROW after the permit expires without approval are subject to citation and fines.

Expiration, Extension, and Amendment

- The Banner Permit for limited duration or special event banners is valid only during the dates designated by DOMI on the permit. No extensions or amendments are permissible.
- The Banner Permit for annual banners is valid only during the dates designated by DOMI on the permit unless the applicant applies for and receives an amendment. This permit type is not eligible for permit extensions. If there is a substantial change in either permit activity or work dates, the permittee must request a permit amendment from DOMI. If the amendment is granted, additional fees will be assessed.