Department of Public Works **Bureau of Street-Use and Mapping**

APPLICATION FOR REVOCABLE BANNER PERMIT

APPLICANT INFORMATION

BSM Permit # _____

Name of Event : _____

Date(s) of Event (if applicable) : _____

Organization : _____

Phone : _____ Fax : _____

Address : _____

City: _____ Zip :_____

Applicant : _____

Phone : _____ Fax : _____

Address : _____

City: _____ Zip :_____

Installation Contractor : _____

Phone : _____ Fax : _____

Contact Name : _____

E-Mail Address : _____

Address : _____

City: _____ Zip :_____

Installation Date : _____

Removal Date : _____

Number of Banners : _____

☐ SF Business Lic. _____ ☐ Driver's Lic. _____

IMPORTANT BANNER INFORMATION (FROM DPW ORDER 175,208)

SECTION D: No banners may be installed in R (residential) districts, excepting RM-4 (residential-mixed high density) districts as defined in the San Francisco Planning Code, Article 2.

SECTION E: An application for a banner permit may be submitted to DPW no earlier than 90 days prior to the first day for which the banner permit is sought.

SECTION F: Banners shall not be installed for longer than 30 days prior to the event(s), nor remain posted for longer than 10 days after the event(s), except "City Convention" which may only be installed 10 days prior to convention/event.

SECTION G: Banners shall be limited in size to 36-inches in width and 72-inches in length.

SECTION K: Should an organization identify corporate sponsorship logo(s) on their permit application, the logo shall occupy no more than 15 percent of the overall size of the banner. Sponsors will be restricted to their logo or company name in the bottom 15 percent of the proposed banner and shall not include any advertisement or slogan.

SECTION P: All banners shall bear the name of the installer and a local or toll-free phone number, labeled "Service Number", located on the face or edge of the banner at a minimum size of 2-inches, where citizens may contact or leave word for the installer of the banner regarding maintenance or repair problems.

SECTION Q: Areas of the City under jurisdiction of another local or state governmental agency; e.g. Port Commission, Caltrans; will be required to obtain and submit a cope of a permit, or other approval from said agencies prior to the approval and issuance of a permit by DPW.

BANNER PERMIT CHECKLIST (required upon applying)

- ❑ A fee payable by either cash, check or credit card (VISA/MC); requests for less than 20 banners shall be prorated.
- ❑ A Certificate of Insurance for general liability coverage of not less than $1 million, **endorsing** the ***City and County of San Francisco*** as additional insured with the Bureau's address as the certificate holder.
- ❑ A list of streets and cross streets where the banners will be placed
- ❑ A detailed site plan for the location all poles
- ❑ A sample design of the banner
- ❑ Renewals **(required)**: 1) last year's permit number 2) approved street list 3) sample banner

BANNER TYPE (must check one - see DPW Order 175,208 for more details)

- ❑ "CITY-SPONSERED"
- ❑ "CITY-FUNDED"
- ❑ "CITY-WIDE"
- ❑ "CITY-CONVENTION"
- ❑ "CITY-NEIGHBORHOOD"

POLE(S) UNDER JURISDICTION OF (check all that apply)

- ❑ Bureau of Light, Heat and Power (City light poles)
- ❑ MUNI
- ❑ PG&E
- ❑ Right-Of-Way (Contact Caltrans @ (510) 286-4424)
- ❑ Right-Of-Way (Contact Port @ (415) 274-0565)

BANNER INFORMATION

- COMPLETE AND SUBMIT APPLICATION TO THE DEPARTMENT OF PUBLIC WORKS, BUREAU OF STREET-USE AND MAPPING, 1155 MARKET STREET, 3rd FLOOR, SAN FRANCISCO, CA 94103.
- FOLLOW ALL INSTRUCTIONS AND GUIDELINES SET FORTH IN DPW ORDER NO. 175,208 WHEN COMPLETING APPLICATION.
- THE APPLICANT SHALL SUBMIT ALL INFORMATION REGARDING BANNER PERMITS BEFORE ARRIVING TO DPW-BSM. (I.E. INSURANCE, LIST OF STREETS, SITE PLAN, SAMPLE BANNER AND ETC.)
- A NON-REFUNDABLE FEE SHALL BE SUBMITTED FOR EACH APPLICATION THAT MEETS GUIDELINES SET FORTH IN SAID DPW ORDER. (SEE FEE SCHEDULE)
- EVIDENCE OF LIABILITY INSURANCE OF NOT LESS THAN $1,000,000, AND NAMING THE CITY AND COUNTY OF SAN FRANCISCO, AS ADDITIONAL INSURED WITH THE BUREAU'S ADDRESS AS THE CERTIFICATE HOLDER IS REQUIRED PRIOR TO ISSUANCE OF PERMIT.
- TO THE BEST OF OUR KNOWLEDGE, THE FOREGOING IS TRUE AND (I/WE) AGREE TO COMPLY WITH ALL CONDITIONS AND REQUIREMENTS NOTED ON THIS APPLICATION.

_____ _____

Signature of Applicant **Date**