

BUREAU OF STREET LIGHTING - BANNER PERMITS

FREQUENTLY ASKED QUESTIONS

1. Which section of the Los Angeles Municipal Code regulates street banners?

Answer: Section 62.132 of the Los Angeles Municipal Code.

2. Who may install a banner?

Answer: Any entity, organization or individual complying with ordinance requirements.

3. What is required for a person and/or a company to install banners in the City?

Answer: Liability Insurance coverage in the amount of \$500,000 and Cash or a Bond in the amount of \$1,200 on deposit with the Bureau of Street Lighting. A list of authorized banner companies is available at Bureau of Street Lighting upon request.

4. How far in advance should banner applications be submitted?

Answer: Minimum ten working days in advance of event date.

5. Are the locations requested guaranteed?

Answer: No.

6. What are the fees to install banners?

Answer: See non-waivable fee schedule: from the application's task menu, select Fee Schedule

7. How long does it take to process an application?

Answer: Ten business days if there are no controversial issues associated with issuance of the permit.

8. What happens when there is insufficient funding in the debit account?

Answer: The use of the banner permitting systems requires opening a debit account. Banner Company is notified and no permit is issued until the account is sufficiently funded.

9. In what order are applications approved?

Answer: On a first come first served basis the Bureau of Street Lighting shall determine priority for approval for requested locations by the date of receipt of application for a permit.

10. Can picture for artwork of the banner be submitted after the permit has been approved?

Answer: No, it must accompany the application.

11. What if I need to change a location or the date?

Answer: You must notify Bureau of Street Lighting at (213) 847- 1394 between 7:00 a.m. and 3:30 p.m. prior to the issuance of the permit.

12. How much time do I have to take down the banners?

Answer: Banners shall be removed within 72 hours of the expiration date on the permit. Unless otherwise stated removal activities shall not take place between 6:00 a.m. and 9:00 a.m. or between 3:30 p.m. and 7:00 p.m., Monday through Friday.

13. Do I still need council district approval?

Answer: No.

14. Can banners be installed on wooden utility pole?

Answer: Yes. Written approval from affected utility company is required.

15. Can I have the fees waived?

Answer: No. Fees are not waivable. Non-refundable application fees is required for all applicants except for City sponsored

events.

16. How long may banners be on display?

Answer: Various display periods for various types of events range from 30 to 360 days.

17. Can banners be used as directional signage?

Answer: No. Directional signage is under the jurisdiction of the Department of Transportation.

18. Are apartment dwellings considered single-family residences?

Answer: No.

19. Where in the City may I install banners?

Answer: At authorized and approved pole locations within the City. (Not on street trees, on city streets/roadways of 84 feet or more in width or on streets where adjoining land use is primarily residential).

20. Are balloons or other decorations allowed?

Answer: Balloons are not permitted; however seasonal decorations are.

21. What is the maximum size of a banner?

Answer: 24 square feet.

22. Who do I contact for approval to install banners on State Highways?

Answer: CalTrans. (Approved encroachment permit is required).

23. Can I install a banner on private property?

Answer: Not without written authorization from the property owner.

24. What is the difference in a pull-down banner and an overhead banner?

Answer:

1. Pull-down - A banner suspended over the public sidewalk or roadway, attached to a single electrolier.
2. Overhead - A banner suspended over the public roadway attached at both ends to an electrolier, outdoor advertising structure or building(s).

25. What is a seasonal decoration?

Answer: Any decoration that is not a banner.

26. What is a Business Improvement District (BID)?

Answer: An Organization that has a determination of exemption from Federal Income Tax under section 501(a) of the Internal Revenue Code as an organization described in section 501(c)6 of the Internal Revenue Code. A copy of the determination letter must accompany the application.

27. What is a Charitable Organization?

Answer: An organization that has the determination of exemption from Federal Income Tax as an organization described in the Internal Revenue Code Section 501 (c) (3). A copy of the determination letter must accompany the application.

28. What is a Nonprofit Organization?

Answer: An organization that is incorporated or otherwise organized as a nonprofit organization pursuant to the laws of the State of California or the United States. Documentation supporting nonprofit status must accompany the application.