

## OVERHEAD BANNER PERMIT GUIDELINES

1. Banner installations are limited to events that are open to the general public and under the sponsorship of local nonprofit community organizations. Advertising for private, religious, and special interest events is prohibited within the public road right of way. Banners on streets where adjacent land use is primarily residential are not permitted. Unacceptable use of banners are those advertising business enterprises, individual politicians, political parties, ballot measures, political ideology or anything of a political nature, and functions such as bazaars, carnivals, revival meetings, etc., hosted by private parties.
2. An Encroachment Permit issued by the Los Angeles County Department of Public Works (LACDPW) is required for banner installations per Los Angeles County Code Title 16, Highways. The permittee shall comply with all requirements set forth in the County codes.
3. A complete permit application package for an overhead banner(s) must be submitted a minimum of twenty (20) working days prior to the proposed date of installation and must be accompanied by all the information, certification, approvals, etc., required below:
  - a. Proof of liability insurance coverage in the amount required in the latest "Greenbook" and "Graybook" along with the County of Los Angeles named as additional insured on a separate endorsement form.
  - b. Map(s) of the locations where the banner(s) will be installed. Picture(s) of all the banners including full text of any message, and dimensions (length and width) shall be provided with the permit application. Wind slits shall be required for banner sizes exceeding **60 square feet**.
  - c. Permit application must state the proposed dates of installation and removal.
  - d. Details of the installation including materials, dimensions, clearances, structural details of the objects to which the banner is to be connected to the cable or rope, the connection to the pole, etc., are to be submitted. Depending on the size of the banner, pole selection, and the complexity of the connections, the applicant may be required to submit certification from a registered Civil or Structural Engineer, along with calculations that the total system will function within the allowable stress limits for a 60 mph wind load in most areas and a 90 mph wind load in the high wind areas. Poles to which the banner will be attached to shall be directly across the street from each other (i.e., perpendicular to the street centerline).

4. Corporate and business trademarks, logos, or other identifiers shall not be placed on overhead banners. State, County, and local codes prohibit advertising on public property by private, for-profit, special interest, business, etc., groups.
5. Overhead banner pole availability is based on a first-come, first-served basis. Banner installation proposal must be reviewed and accepted by LACDPW prior to banner production and permit issuance.
6. Banner attachment, installation, maintenance, and removal shall be done by professional installers. Banner display duration shall be limited to a **one month period**. They must be removed by 4 p.m. of the last day permitted. All banner attachment hardware shall be removed from the pole at the same time as the banner is removed.
7. Banners shall be made of cloth composed of vinyl, canvas, or other suitable material. Banners shall be supported by steel cable, equivalent strength rope, metal shafts, or other approved fasteners. No holes shall be punched, drilled, or burned in any poles. No banners shall be installed on any wooden, composite or concrete street light poles, power poles, or traffic signal poles. Banners shall only be installed on poles designed specifically for overhead banners.
8. The banner and all of its attachments shall be installed and secured to poles and/or supports with a minimum clearance of **18 feet** above the highest section of the road to provide adequate clearance for traffic, pedestrians, and all electrical facilities. The installer shall be responsible for verifying the selected location's ability to meet this height requirement. Banners shall be installed in a manner that would not obstruct traffic signs or warning devices such as, but not limited to, street name, parking limitations, speed limit, school, and directional or route designation. Banners may not be placed within **50 feet** of a street intersection or within **50 feet** of any mid-block pedestrian crosswalk. Banners are to be installed so as not to interfere with street light maintenance activities.
9. On two lane roads with a painted centerline, the banner is to be placed such that the centerline of the banner matches the centerline of the road. For roads with lanes which are separated by a median, the banner shall be centered over the centerline of the median.
10. The permittee shall be responsible for monitoring the condition of the banner(s), and for making any adjustments to guarantee the safety of the traveling public at all times.

11. Removal of the banner(s) may be ordered by LACDPW for any of the following reasons including, but not limited to:
- a. Unsafe conditions.
  - b. Damage or potential damage to County-owned property, public, or private property.
  - c. Permit expiration.
  - d. Installation without a permit.
  - e. Poor or damaged condition of the banner(s).
  - f. Noncompliance with County codes, permit requirements, encroachment guidelines, conditions of the permit, etc.

If the removal of the banner(s) is not started within four (4) hours of notification and completed in a timely manner, removal will be made by LACDPW forces. All costs associated with the removal of the banner(s) will be the responsibility of the permittee at no cost to the County.

12. Unless otherwise stated on the permit, the installation or removal of banners shall not take place between the hours of 7 a.m. and 9 a.m., 4 p.m. and 6 p.m. or during hours of darkness, Monday through Friday. Banners shall not be installed or removed at any time during hazardous weather conditions such as, but not limited to, wet, rainy, windy, or foggy days. Banners shall not be installed or removed during nonbusiness hours including Saturdays and Sundays.
13. Each banner installation shall be subject to inspection while it is being installed, during the period that it is in place and upon removal at the termination of the permit period. A **\$200 security deposit** will be required to insure proper removal of the banner(s). A nonrefundable **permit issuance fee** in addition to the **inspection and plan check deposits** based on actual cost will also be required, per Los Angeles County Code Title 16, Highways.
14. Submit your complete permit application package to:

**COUNTY OF LOS ANGELES  
Department of Public Works  
Construction Division, 8<sup>th</sup> Floor  
Permits and Subdivisions Section  
900 South Fremont Avenue  
Alhambra, CA 91803**