

APPLICATION FOR BANNER PERMIT

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BANNER INFORMATION

Name of Event: _____

Organization: _____

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

Number of Banners: _____

Installation Date: _____ Removal Date: _____

List out banner locations (or include marked map): _____

APPLICANT/ AUTHORIZED AGENT INFORMATION

Company Name: _____

Applicant Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

BANNER PERMIT CHECKLIST *(required upon applying)*

- Non-refundable banner permit application fee of \$74. Payable by cash, check or credit card to DSI if approved.
- A Certificate of Insurance for general liability coverage of not less than \$1 million, endorsing the City of Saint Paul as additional insured with the City's address as the certificate holder.
- List of streets and cross streets where the banners will be placed. A downloaded map off the city's banner webpage with clear markings is also acceptable.
- Electronic file of the banner design to be installed. Must be to scale.

BANNER TYPE *(must check one)*

- Light Pole
- Downtown Skyway Bridge
- Tree

COMPLETE AND SUBMIT APPLICATION MATERIALS VIA EMAIL TO TO BANNERS@CI.STPAUL.MN.US.

Or, mail to the Marketing Office. Please do not send any payments to Marketing Office.

Attn: Liz Xiong
15 West Kellogg Boulevard
390 City Hall
Saint Paul, MN 55102

Universal Requirements for Banner Purposes & Design

- No banner or sign shall be affixed to or removed from any light pole, exterior skyway bridge or tree except by authorization of the City. A request form must be approved by the Director of Marketing and by the Department of Safety and Inspections (DSI), prior to a banner's installation.
- All banners must serve a legitimate public interest and shall not contain any advertising other than that which is directed toward the specific event. Sponsorship logos may only take up to 15% of the space on the banner.
- Banners & signs for special events should not be in place earlier than 2 weeks before the event and should be removed within 3 days after the event. Seasonal banners can remain in place for up to 3 months as long as they are still in serviceable condition.
- Banner material shall be of a durable, weather-resistant material like canvas, nylon or vinyl-coated fabric.

Requirements to Affix Banners to Light Poles

- Neighborhood Business District banners can remain in place for up to a year if they are in serviceable condition. One year automatic, renewable if in good condition. Up to discretion of PW.
- The standard size of a light pole banner in downtown Saint Paul is 30" x 60". The banner rod pockets should be 2 ¾" wide. Other sizes may be considered, but are subject to wind loading calculations and additional hanging charges for bracket modification.
- If brackets are not currently installed in a desirable location, the City of Saint Paul can install brackets for an additional charge for installation and material. New brackets shall be of the banner-saver Pro 2000 model or equivalent. Brackets shall be secured with a ¼" bolt drilled through the bracket casting into the pole.
- No banners are allowed on any light poles with traffic signals. Banners may not block any public signing or lighting.

Requirements to Affix Banners to Exterior Skyway Bridges

- Banners shall not exceed a total of 120 square feet in area and maximum height of 3 feet.
- Grommets must be installed along the top and bottom of each banner to facilitate the hanging of the banner. Grommets shall be of brass construction and installed in a minimum of four layers of fabric, with the hole size of the grommet being 3/8 inch in diameter or larger.
- Grommets must be located in each corner of the banner (1 to 2 inches in from each corner of the banner) and evenly spaced along the top and bottom edges, with one in the center of the banner on the top and the bottom.

Requirements to Affix Banners to Trees

- Banners shall not exceed a total of 120 square feet in area with a maximum width of 30 feet and maximum height of 5 feet.
- Grommets must be installed along the top and bottom of each banner to facilitate the hanging of the banner. Grommets shall be of brass construction and installed in a minimum of four layers of fabric, with the hole size of the grommet being 3/8 inch in diameter or larger.
- Grommets must be located in each corner of the banner (1 to 2 inches in from the corner).
- Venting equal to at least 10% of the total banner surface area must be provided to allow for necessary air passage, reducing the risk of damage to the banner and the trees.
- Banners tied to opposing trees within the right-of-way shall only be hung by Forestry staff after location approval from the City Forester. Proposed banner locations may be modified to ensure the trees are structurally sound and can bear the additional forces of an affixed banner. All cordage to hang the banner will be provided by Forestry at no additional expense. No banner or sign shall be affixed to or removed from trees except by the Forestry Unit. Per Chapter 176 of Saint Paul's legislative code, all non-authorized banners and signs affixed or tied to trees shall be removed by Forestry staff and all damages to the tree(s) shall be charged to the responsible party.
- Approved banners requiring hanging from trees should be dropped off a minimum of 3 business days prior to the scheduled installation date at: Saint Paul Forestry, 1120 Hamline Avenue N., Saint Paul, MN 55108. Phone number # (651)632-2431.

The City reserves the right to refuse to install banners if it is felt they are not of a quality to withstand the elements. The City also reserves the right to remove banners because of construction, damage, or any other practical reason, at the customer's expense.

No authorization shall be granted without proof of public liability insurance issued by a company licensed in Minnesota in the amount of one million dollars (\$1,000,000) single event coverage naming the City and HRA as additional insured, with a 10-day written cancellation notice to the City and HRA. Should the policy be cancelled, the banners and/or signs shall be removed immediately unless a replacement insurance policy is provided.

Requestors are encouraged to submit their request as early as possible and to contact the Marketing Office to check on the status of their banner request. Once authorization is granted, requestors must contact Public Works or Parks Forestry to organize banner delivery. If arrangements are not made to pick up banners after they are taken down, the banners will be disposed.

CURRENT RATES & PAYMENT

All installation fees are due upon delivery of banners to Public Works or Parks Forestry division, respectively. Taxes will apply unless requester can produce a ST3 form for tax exemption. **DO NOT SEND ANY PAYMENTS TO MARKETING OFFICE.**

- \$400.00 per skyway/tree banner installed.
- \$53.00 per pole banner. This rate is true unless the pole location does not have brackets for the banner. The requester will then be responsible for both the bracket cost and banner cost.
- \$74.00 permit fee. Due upon permit approval notice to Department of Safety and Inspections. Mail payment to Department of Safety and Inspections, 375 Jackson St. Suite #200, Saint Paul, MN 55101.

TOTAL OF INSTALLATION COST: _____

(# of banners x individual banner installation cost, e.g., 3 banners x \$53 = \$159. Does not include permit fee or tax costs if applicable.)

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 / Authorized Agent

Date