

# APPLICATION FOR BANNER PERMIT

Name of Event:

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Organization:

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Applicant Name:

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Phone:

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Email:

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Date(s) of Event (if applicable): \_\_\_\_\_ to \_\_\_\_\_

Number of Banners: \_\_\_\_\_

Installation Date: \_\_\_\_\_ Removal Date: \_\_\_\_\_

List out banner locations (or include marked map):

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**Liz Xiong**

Mayor's Office  
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**Ashley Skarda**

Department of Safety and  
Inspections  
ashley.skarda@stpaul.gov

**Don Bjorkman**

Public Works  
don.bjorkman@stpaul.gov

**EMAIL APPLICATION  
MATERIALS TO  
BANNERS@STPAUL.GOV**

## **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.
- Electronic file of the banner design to be installed. Must be to scale.

## BANNER TYPE *(must check one)*

- Light Pole
- Downtown Skyway Bridge
- Tree (only previously approved permits are eligible)

### Requirements for Banner Purposes & Design

- No banner or sign shall be affixed to or removed from any light pole or exterior skyway bridge, except by authorization of the City.
- 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.
- 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.
- 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.

### CURRENT RATES & FEES:

Taxes will apply unless the requester can produce an ST3 form for tax exemption.

**\$400.00** per skyway, total due upon delivery of banners to Public Works

**\$53.00** per light pole banner, total due upon delivery of banners to Public Works

**Tree banners**, Parks Forestry will determine all associated costs and invoice after banners have been removed.

**\$74.00** for permit fee. Payable by cash, check or credit card to DSI if approved. Mail payment to 375 Jackson St. Suite #200, Saint Paul, MN 55101.

**SUBMIT COMPLETED APPLICATION, CERTIFICATE OF INSURANCE, BANNER PROOF FILE VIA EMAIL TO BANNERS@CI.STPAUL.MN.US.**