

BANNERS AND SEASONAL DISPLAYS

I want to: Install a banner or seasonal display on a District Department of Transportation (DDOT) street light pole.

Do I need a permit? Yes, any attachment to a DDOT fixture requires a permit.

Are there banner content restrictions or other requirements? Yes, see the following based on 24 DCMR 107.8, 12 DCMR 3107.6.7.2, 12 DCMR 3107.7.1.3 or DDOT Policy:

1. The primary message on the banner may not promote or advertise a specific business, product or service. Direct calls to action are prohibited.
2. The banner theme should focus on neighborhood or community related messages or events as much as possible.
3. Sponsor logos may not be included due to restrictions placed on federal funded streets. Please call the Public Space Permit Office at 202-535-2982 for clarification.
4. Permits for banners may only have an effective duration of 60 days unless the affected Advisory Neighborhood Commission consents to a longer duration but in no case will a permit to hang a banner exceed 180 days.

Where do I go to get this permit? The DDOT Public Space Permit Office at 1100 4th Street, SW, second floor, between the hours of 8:30 am and 4:15 pm weekdays, except Thursday when hours are 9:30 am to 4:30 pm. DDOT electronic permit kiosks are also available to simplify the permit application process. These kiosks are located at the Permit Office as well at all seven Metropolitan Police Department District Stations or you may enter your application information, upload supporting documents and submit your application online from your home or office computer at <https://tops.ddot.dc.gov>.

What do I need when I apply for this permit?

1. Register yourself as a user on the DDOT Transportation Online Permit System (TOPS) at any of the DDOT electronic permit kiosks or online at <https://tops.ddot.dc.gov>
2. Supporting documentation (described below) in a PDF or TIFF electronic format may be uploaded from your home or office computer during the online application process (<https://tops.ddot.dc.gov>) or paper copies may be submitted in person at the permit office.
3. **Flag banner or seasonal display on a street light pole:**
 - a. Specifications for brackets or attachments to be used to attach the banner or seasonal display and Décor rigger information if applicable (a catalogue photo is helpful);
 - c. A picture or drawing of the banner or seasonal display;
 - d. Dimensions of the banner or seasonal display (banners shall be no larger than 30 inches wide and 60 inches tall);
 - e. A map showing the exact location of the street light poles to be used and a confirmation that poles are safe and not in need of repair. If available, also provide the pole ID number(s).
 - f. Proof of Public Liability Insurance may be required to be submitted with the permit application. Please call the Public Space Permit Office at 202-535-2982 for clarification.
 - g. Maintenance Agreement may be required to be submitted with the permit application. Please call the Public Space Permit Office at 202-535-2982 for clarification.
 - h. If there will be an electrical connection, a copy of the agreement with the electric supplier for energy usage may be required to be submitted with the permit application. Please call the Public Space Permit Office at 202-535-2982 for clarification.

4. **Banner or seasonal display crossing the street between two street light poles:**
 - a. Specifications for brackets or attachments to be used to attach the banner or seasonal display and Décor rigger information if applicable (a catalogue photo is helpful);
 - c. A picture or drawing of the banner or seasonal display;
 - d. Dimensions of the banner or seasonal display;
 - e. Weight of the banner or seasonal display;
 - f. A map showing the exact locations of the street light poles to be used and a confirmation that the poles are safe and not in need of repair. If available, also provide the pole ID number(s).
 - g. Proof of Public Liability Insurance may be required to be submitted with the permit application. Please call the Public Space Permit Office at 202-535-2982 for clarification.
 - h. Maintenance Agreement may be required to be submitted with the permit application. Please call the Public Space Permit Office at 202-535-2982 for clarification.
 - i. If there will be an electrical connection, a copy of the agreement with the electric supplier for energy usage may be required to be submitted with the permit application. Please call the Public Space Permit Office at 202-535-2982 for clarification.
5. All applicants must secure a separate public space permit to occupy public space during the installation of the banner, ornaments or lights, and a Traffic Control Plan must be presented if any part of the right away will be occupied by a Man-Lift, or any other type of equipment.
6. If there is to be an electrical attachment, a DC licensed electrician must apply for and obtain a DDOT electrical permit prior to making any electrical connection. All electrical work must comply with all applicable provisions of the current DC and National Electrical Codes.

How much will this permit cost? The permit will cost \$50.00 per street light pole. Checks or money orders should be made payable to “**DC Treasurer.**” Discover, MasterCard, and Visa accepted.

How long will the application take to process? If this is a permit renewal and you are changing no aspects of the proposal, it can be processed the same day. If this is a first time banner or seasonal display, the permit application review process will take from 2 to 4 weeks. You may check your application status at <https://tops.ddot.dc.gov>.

What if I need more information? Please call the Public Space Permit Office at 202-442-4670.