



## Application for Banner Permit

**This form must be printed out. Type or print clearly. Mail or fax to:**

**New York City Department of Transportation**

Banner Unit

55 Water Street, 9th floor

New York, NY 10041

Telephone: (212) 839-6641

1. What organization(s) do you represent?

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone number: \_\_\_\_\_

Name of Director: \_\_\_\_\_

Contact person: \_\_\_\_\_

2. Describe event for which the banner will be displayed.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. For what time period are you requesting the banners? Give specific dates.

From: \_\_\_\_\_ To: \_\_\_\_\_

4. What is the name of the rigger who will be installing and removing the banners.

\_\_\_\_\_

5. How many banners? Describe (in detail) the locations for the banners. Use a diagram if necessary.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\*A graphic of the proposed banner exactly as it will be produced must be submitted with this application.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

If approved, the applicant must submit a **certificate of insurance** for not less than one million dollars holding the City of New York and the Department of Transportation harmless. Once approved, the applicant will be issued a permit outlining the requirements of installation and removal. The permit holder must sign said permit and return a copy to the Banner Unit.