



Permit Center

210 Lottie Street, Bellingham, WA 98225

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BANNER PERMIT GENERAL REQUIREMENTS

Installation of banners in the City of Bellingham are subject to conditions specifying insurance requirements, permissible banners, the manner in which banners are installed and removed, and the City facilities for mounting banners (Ordinance 9182). Applicants for banner permits must provide and comply with the following:

1. Insurance Requirements

- A. The applicant shall furnish a bond or policy of insurance in a form acceptable to the City Attorney indemnifying the City and naming the City as an additional insured up to an amount of \$300,000 for damage or injury to any person(s) or property occasioned by the banner or its cable.
- B. The applicant shall furnish evidence that the installer of the banner carries a minimum of \$300,000 of liability insurance for damage to property or personal injury occasioned by the installation of the banner and that the installer has the expertise and equipment to properly perform such an installation.

2. Permissible Banners

- A. Banners shall have a maximum width of 30' and a maximum depth of 4'.
- B. Banners shall have wind-load relief flaps 18" wide and 10" high spaced for a density of one flap for each 10 square feet of surface area. Relief flaps shall be spaced uniformly to provide uniform wind-load reduction.
- C. Banners shall have 3/8" diameter nylon rope sewn into the top and bottom of the canvas for the total length of the banner.
- D. Banners shall have brass or steel grommets, which shall be on 18" centers just below the 3/8" diameter nylon rope sewn into the top of the banner canvas.
- E. Banners shall be mounted to the span cable with nylon cable ties.
- F. Banners shall be made of #12 duck canvas, nylon set with vinyl coating or a fabric of equivalent strength.
- G. Banners must be inspected in the Permit Center office prior to installation. The banner design will be reviewed by Permit Center staff prior to issuing the banner permit. Banners shall only be permitted for events which, in the opinion of the Building Official, relate to activities for the benefit of the community.

3. Banner Installation and Removal

- A. Banners shall only be suspended over sidewalks and/or streets at locations where the City has provided a banner mounting facility. The facility shall have poles, mounting span cable and eyes. The span cable height shall be of no less than 24' measured from the finished surface of the road.
- B. Banners shall be stretched tight and attached to the poles with 3/8" diameter nylon or polyester rope positioned at the corners/edges of the banner and secured to the eyes provided on the poles. The ropes are to be secured by being tied to the ropes that are sewn into the top and bottom of the banner.
- C. Banners shall **ONLY** be installed between the hours of 9:30 a.m. and 3:00 p.m.
- D. Banners must be removed by **NOON** on the day the permit expires.
- E. Use of the City's banner mounting facilities shall be by reservation on a first-come, first-reserved basis.
- F. Reservations are accepted only upon receipt of a completed application form, and may be submitted no sooner than six months in advance of the first day of the month the banner will be installed.
- G. The banner permit is valid for a maximum of 21 days.
- H. In the event that the applicant fails to remove the banner upon expiration of the permit or if the permit is revoked, the City shall have the authority to cause any such banner to be removed and the cost for removal shall be the responsibility of the applicant.

Inquiries regarding banners and banner permits should be directed to the Permit Center at City Hall, email permits@cob.org, or calling (360) 778-8300