Horizontal Banner Permit Application

_Codified Section 115.02 (B)_

**GUIDELINES**

Horizontal banner permit applications must be submitted, at minimum, 10 days in advance of installation date desired. Permits shall be granted on a first come, first serve basis for the available dates but not prior to the first business day of the calendar year for which the request is made. \{115.02 (B)(4)(c)\} The maximum length of display shall be two (2) weeks. No organization may have more than two permits in a year separated by a minimum period of one month. \{115.02 (B)(5)\}

Banners shall be constructed in accordance with the specifications outlined in Section 115.02 and shall display no commercial advertising messages (read Codified Ordinances at www.bgohio.org Section 115.02(C)).

**SUBMIT THE FOLLOWING:**

1. Completed Horizontal Banner Permit form
2. Proof of General Liability Insurance (must accompany permit application)
3. Permit and Installation Fee of $125.00 payable to “City of Bowling Green”

Submit all documents to: Office of Municipal Administrator/Safety Director
Third Floor, City Administrative Services Building
304 North Church Street, Bowling Green, OH 43402

Questions about this form or the submission process may be directed to the Municipal Administrator’s Office at bgcity@bgohio.org (419) 354-6204.

Excerpts from Chapter 115.02. Full _Codified Ordinance_ is available at www.bgohio.org
CITY OF BOWLING GREEN OHIO

HORIZONTAL BANNER PERMIT
Codified Section #115.02 (B)

Horizontal banner (downtown over Main Street) is only available for one established location.

<table>
<thead>
<tr>
<th>Applicant Name: ____________________________</th>
<th>Phone Number: ____________________</th>
</tr>
</thead>
<tbody>
<tr>
<td>Applicant Address: __________________________</td>
<td>Email: ____________________________</td>
</tr>
<tr>
<td>Organization applicant represents: __________</td>
<td>Phone Number: ____________________</td>
</tr>
<tr>
<td>Banner construction company: ________________</td>
<td>Address: __________________________</td>
</tr>
</tbody>
</table>

Date requesting banner to go UP: ____________ Date requesting banner to come DOWN: ____________

The banner will go up and come down on the first working day of the week weather permitting and are subject to the banner construction standards set forth in Section 115.02(B).

**Proof of Liability Insurance must accompany permit.**
Liability Insurance Received: YES or NO

**Permit & Installation Fee: $125.00** Amount PAID: __________ Receipt#: __________
(Cash or Check Made Payable to “City of Bowling Green”)

Your signature below signifies that you have read and understand Bowling Green Codified Ordinance 115.02(B) and will abide by all requirements listed.

The banner is to be delivered to the Municipal Administrator’s Office 72 hours prior to the date they are requested for hanging and MUST be picked up within 48 hours after removal. The City will NOT take responsibility for banner storage. Banners not picked up are subject to discard.

____________________________________
Signature of Applicant

Banner Permit Approved: ____________________

Safety Director                          date

Permit #: __________  Application Date: __________  Date of Event: __________  To be completed by staff

Revised: 11/19