



City of Calistoga
 414 Washington Street
 Calistoga, CA 94515
 Phone: (707) 942-2828
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BANNER PERMIT

Fill in the form and print. Then either
 Scan & Email or Fax to Public Works

Banner Permit Page One

A permit is required to place a street banner across Lincoln Avenue between Washington St. and Cedar St. The permit has certain safety conditions to prevent damage to the buildings on which the banner is attached and to prevent the banners from being damaged by high winds. Reservations for banner display weeks are required and are first come; first served. Please see the full permit conditions on Page Two.

Applicant:

Applicant Address:

Phone: Cell Phone: Email:

Event Being Sponsored:

Banner Installation Dates: Up: Down: Banner Dimensions:

Maximum banner measurements shall be 4' X 40'. One 12" X 12" cut-out for every 8 square feet. Final inspection of banner must be initialed by City prior to installation.

Please type in
 text and show
 artwork to be
 placed on
 banner:

I have read, understand and agree with the Banner Permit rules and regulations as stated on Page two of this permit. I further agree to comply with the City of Calistoga ordinances and any conditions attached to this permit.

Applicant Signature (typed): Date:

FOR CITY USE ONLY

FEES:
 Installation Fee:
 City Installed: \$320.00
 Contractor Installed: \$160.00 Deposit (*refundable*) Name of Contractor: _____

If Contractor installed, Encroachment Permit No.: _____ Approved by: _____

Date Paid: _____ Amt. Paid: _____ Check # _____ Cash _____ Staff Initial: _____

APPROVAL

Certificates/Endorsements on file with City: ___ Yes ___ No
 General Liability Expires: _____ Add'l Insured Endorsement Expires: _____
 Worker's Comp Expires: _____ Homeowner's Ins. Expires: _____

Application Approved by: _____ Date Approved: _____

Denied by: _____ Reason: _____

Final Inspection of Banner Approved by: _____ Date Inspected: _____

If Contractor installed, dated deposit refunded: _____ By: _____

GENERAL CONDITIONS, RULES AND REGULATIONS

1. Permits are issued to non-profit organizations sponsoring an event approved by the City of Calistoga.
2. Banners shall not contain private advertising (including logos) nor be of a political nature.
3. Banners are allowed only if the event is staged in the City of Calistoga.
4. Banners must be made of substantial material, such as: cloth, canvas or reinforced plastic. **Banners shall be two-sided with information on both sides.**
5. Banners shall have a reinforced hem (2 layer minimum) along all sides and 3 layers surrounding grommets at each corner.

OR

Banners shall have a continuous 1/4 inch rope (minimum) sewn into top and bottom hem extending at least three (3) feet beyond each side of banner for tying purposes.

6. Banner shall have a metal grommet every 12" - 18" across the top and a metal grommet at each corner.
7. No banner shall exceed 4 ft. X 40 ft.
8. One (1) 12-inch X 12-inch wind cut-out shall be installed for every eight (8) sq. ft. of banner.
9. Banner may be allowed two weeks before the event and may remain in place for the duration of the event. However, the total period of display shall not exceed six weeks.
10. A banner permit application shall be completed and submitted to the Public Works Department for approval accompanied by associated fees.
11. If a banner application coincides with another request for the same dates, the first application received will have first priority.
12. If the Applicant wishes to use a private contractor to install the banner, the Contractor must first complete an Encroachment Permit Application that includes a traffic control plan, the required insurance certificates and pay a refundable deposit in the amount of \$160.00. The Contractor will be responsible for installation and removal of the banner. If the banner is not removed by the deadline date on the Encroachment Permit, the deposit will be forfeited. An Encroachment Permit Application may be completed on-line and downloaded from the City's website at www.ci.calistoga.ca.us.
13. **The Applicant shall inspect his/her banner before it is submitted to the Public Works Department to verify it has been constructed to these specifications.** In the event a banner is submitted to the Public Works Department that does not meet the specifications, the Applicant will be required to take the banner back and have it corrected to meet the specifications. Installation of the corrected banner will take place on the next day available by the City's contractor or private contractor.
14. Each banner shall be submitted to the Public Works Department for inspection at least five (5) working days prior to the installation date.