



City of Perrysburg Banner Permit Guidelines

Effective March 17, 2008

1. Banners cannot exceed the maximum dimensions and banners must have wind flaps as indicated on the permit form.
2. Banners will be displayed no more than once per month for up to seven (7) consecutive days.
3. Messages on banners are limited to activities related to Perrysburg community non-profit organization. Messages related to political issues or candidates are not permitted. The City reserves the right to reject a banner with inappropriate content, determined solely by the City.
4. An original of the Banner Permit form completed by the applicant should be received at the Department of Public Service, 11980 Roachton Road at least five (5) working days in advance of the first day the banner is to be displayed.
5. Banners should be delivered to the Department of Public Service, 11980 Roachton Road, at least two (2) working days in advanced of the first day the banner is to be displayed. All banners will be installed by the City.
6. Banner permits will be accepted on a first come first served basis for the two locations available, the 100 block and the 200 block of Louisiana Avenue. Permits will be accepted one year in advance by the month. As an example, a banner permit for a week in March 2019 could be submitted any time after March 2018.
7. There is currently no fee for a banner permit.
8. After the display period, banners should be picked up from the Department of Public Service between 7:00 AM and 3:30 PM within five (5) working days unless the banner is approved for monthly display. The City is not responsible for banners not picked up within this time limit.



**City of Perrysburg
Department of Public Service
11980 Roachton Road
Perrysburg, Ohio 43551-2002
419-872-8020**

BANNER PERMIT APPLICATION

Name _____

Organization _____

Address _____

City _____ Zip Code _____

Phone Number _____ Is the organization a non-profit? ____yes ____no

Banner location on Louisiana Avenue 100 Block _____ 200 Block _____

Text of Banner:

North side _____

South side _____

Date to be installed _____ Date to be removed _____

The applicant hereby acknowledges receipt of the Banner Permit Guidelines and agrees to comply with said guidelines. Banners cannot exceed 30 feet in length or 2 feet in height. Grommets with 3/8 inch inside diameter must be provided every 3 feet of length and 1½ inches from the edge along the top and bottom of the banner. Wind flaps at least 6 inches in diameter must be provided along the horizontal center of the banner every 4 feet between the center of the wind flaps.

Applicant's authorized signature Title Date

CITY USE ONLY

Reviewed & Approved by Director of Public Service _____

Permit Number _____
Date _____