



**CITY OF ANN ARBOR BANNER PERMIT**

(Crossing City Street and Lamp Post Banners)

**TEN BUSINESS DAYS NOTIFICATION AND \$35 FEE REQUIRED**

**Do not submit your banner permit without all of the required documentation necessary for approval**

Please return to:  
City Clerk's Office (734-794-6140)  
301 E. Huron St.  
Ann Arbor MI 48104

DATE: \_\_\_\_\_

**NOTE: Applicants are responsible for installing and removing banner(s)**

Name of Organization: \_\_\_\_\_

Address of Organization: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_

Phrase on Banner: \_\_\_\_\_

Type of Banner Please check one:  Street Banner  Lamp Post Banner Number of lamp post banners \_\_\_\_\_

Dates Requested (10 Day Maximum for street banners) \_\_\_\_\_ to \_\_\_\_\_

Indicate Location(s) Please Check:  Main/Miller  State/Liberty  South University/Church

Other: \_\_\_\_\_

Applicant must show approval (obtain signature) of the respective business associations

Main Street Area Association: \_\_\_\_\_  
(668-7112)

State Street Area Association: \_\_\_\_\_  
(663-6511)

South University Area Association: \_\_\_\_\_  
(663-5300)

Kerrytown District Association: \_\_\_\_\_  
(649-7825)

Other: \_\_\_\_\_

**The Banner must be made of non-combustible material that will not shred and provides adequate air holes. A Manufacturer's certification and/or flame spread test (by the Fire Marshal) is required.**

Size of Banner: \_\_\_\_\_ Has this Banner been used before (if yes, when?) \_\_\_\_\_

Will material Shred? \_\_\_\_\_

Does Banner have adequate air holes? \_\_\_\_\_ Is Banner made of flammable material? \_\_\_\_\_

For Office Use Only

PERMIT APPROVED:

Fire Department: \_\_\_\_\_ Date: \_\_\_\_\_

City Attorney: \_\_\_\_\_ Date: \_\_\_\_\_

City Clerk's Office: \_\_\_\_\_ Date: \_\_\_\_\_

Copies: Applicant/Fire Dept/City Clerk's Office (original)

## BANNER PERMIT GUIDELINES

1. The Merchant Association for each business district is the initial contact for reserving dates for hanging a banner in the City. The Merchant Association will review banner requests approximately **90 days** in advance of the proposed date to hang the banner. If there is more than one request for a specific time, the final determination will be made by the respective Merchant Association. The City Clerk office will reserve dates only after written confirmation is received from the Merchant Association
2. Permission must be obtained by signature on this form or separate letter from the respective Merchant Association. This authorization must accompany the banner permit application at the time it is submitted to the City Clerk
3. Merchant Association activities will be given priority over other requests. In addition, non-profit and civic groups requesting permission will be given special consideration.
4. The permit shall be valid for a maximum of 10 days
5. An insurance policy must be carried on the banner and a copy of the policy must be filed with the permit. **Insurance Instructions:** The insurance requirements for this permit must name the City of Ann Arbor as the certificate holder, the City as additional insured with respect to the banner, and must state that the City will be given 10 days advance notice of cancellation of the insurance. The cancellation clause at the bottom of the form must be amended so that the word "Endeavor" and all language from "but failure to" must be deleted from the insurance form. General Liability must be "Occurrence" NOT "Claims Made". Events must be listed separately, e.g. Race, and Banner: with inclusive dates. If you have questions on limits of liability, contact the City Clerk Office 734-794-6140. NOTE: A faxed copy of the insurance certificate may be acceptable if sent directly from the insurance agency.
6. If there is a conflict after a proper application has been received the City, the City Clerk's Office will have sole authority to resolve any and all conflicts, and all decisions will be final.

Upon approval and/or advice of the Fire Department and City Attorney, the City Clerk's Office will issue a copy of the permit to the applicant and retain the original.