



**BANNER PERMIT APPLICATION  
CITY OF KINGSTON**

As per By-Law 2004-107 PERMIT NO. \_\_\_\_\_

**ORGANIZATION:** \_\_\_\_\_

**BANNER HANGING START DATE:** \_\_\_\_\_ **END DATE:** \_\_\_\_\_  
MONDAY MONDAY

**BANNER PICK-UP DATE:** \_\_\_\_\_ (This should be on the third day after the hanging)

**WORDING ON BANNER:** \_\_\_\_\_  
BANNER TO BE SUPPLIED BY APPLICANT

**APPLICANT'S NAME:** \_\_\_\_\_ **PHONE NO:** \_\_\_\_\_

**APPLICANT'S SIGNATURE:** \_\_\_\_\_

This permit is subject to the following conditions:

**APPLICATION FEE:** \$104.03 + HST **ADDITIONAL FEES:** Utilities Kingston Installation Fee \$494.38 + HST  
\$117.55 Payable to the City of Kingston \$558.65 Payable to Utilities Kingston

- (1) Every local organization or institution that proposes to have a banner installed over a highway shall make application for a permit, and the application shall include the requested dates and the proposed wording on the banner.
- (2) No permit for a banner will be issued except to a local organization or institution for the purpose of promoting a community event of a non-partisan, non-political nature.
- (3) A banner shall show only the event or events being promoted and other pertinent information, such as the date, time and location of the event or events.
- (4) No permit authorizing the installation of a banner over a highway will be issued except for the following locations:
  - (1) Princess Street at the intersection of Frontenac Street.
  - (2) Princess Street at the intersection of Clergy Street.
- (5) A permit authorizing a banner to encroach upon a highway shall be valid only for the time period specified in the permit.
- (6) Every banner for which a permit has been issued shall be installed and removed by Utilities Kingston, and no other person shall install or remove a banner.
- (7) In addition to paying the relevant application fee to the City, the applicant shall be required to pay a fee to Utilities Kingston, as set out in Schedule "A" of By-Law No. 2004-107, to cover the costs incurred by Utilities Kingston for installing and removing the banner.
- (8) No banner will be installed by Utilities Kingston unless:
  - (1) The applicant holds a valid permit.
  - (2) The applicant pays the full amount of the fees to the City and to Utilities Kingston a minimum of seven days prior to the scheduled date of the banner's installation.
  - (3) The applicant delivers the banner to Utilities Kingston at the location specified in the Utilities Kingston Banner Guidelines (which may be obtained from the Engineering Department or [www.cityofkingston.ca](http://www.cityofkingston.ca)) a minimum of two days prior to its scheduled date of installation.
  - (4) The applicant agrees to pick up the banner at the location specified in the Utilities Kingston Banner Guidelines prior to the end of business hours on the third day after its scheduled date of removal.
  - (5) The banner measures 0.9 by 7.5 metres (3 by 25 feet), and complies with all other requirements in the Utilities Kingston Banner Guidelines, including those relating to ropes and cut flaps.
  - (6) Utilities Kingston is satisfied with the physical condition of the banner
- (9) Utilities Kingston is not responsible for any damages that the banner sustains, and may discard any banner that is not picked up by the time agreed to by the applicant.
- (10) This permit may only be used for the purpose designated above.
- (11) This permit may be cancelled without prior notice and is automatically terminated if any of the above conditions have been violated.

**NOTE: SOME OF THE ABOVE TERMS AND CONDITIONS MAY NOT APPLY**

Approved by : \_\_\_\_\_  
William Cartwright  
Engineering Technologist  
Cut Permits & Inspections