

## Cross Street and Pole Banner Permitting Process

The City allows banners to be hung across streets for events, either by a neighborhood or charitable organization, or permanently on poles to identify a neighborhood association or business district. Coalition neighborhood associations may be issued banner permits and the required insurance certificate and endorsement through SE Uplift. SE Uplift does not charge a fee for this service.

If you are interested in hanging a banner, you must first contact the Portland Bureau of Transportation (PBOT) to determine a workable location and begin the permit process and then begin the corresponding permitting process with the utility company where the banners will be hung. PBOT has created application instructions to aid in their permitting process. It is recommended that you contact PBOT two months prior to the time that you'd like banners to be hung to allow for banner layout, design and location approval with both their bureau and the utility company.

Once you have worked out all the details with PBOT, you should then begin the permitting process with the utility company, allowing 4 weeks for approval. In our coalition, most utility poles are owned by Portland General Electric (PGE). PGE has created a document that outlines their policies along with the pole attachment application. In order to install the banners you must use an approved installer, which they can provide more detail on. Many neighborhood associations have found it helpful to work with a printer that is able to both create and install the banners; some will also complete the permitting process on your behalf.

At the time of application, both PBOT and PGE will require applicants to submit an insurance certificate and endorsement from SE Uplift. Staff will be able to fulfill your request within a few business days, however, we recommend that you contact us with information about the banners and desired location one week prior to permit submittal.

**For more information about PBOT's permit process please contact 503-823-1337; or [utility.asset.management@pgn.com](mailto:utility.asset.management@pgn.com) for questions about PGE's permitting process.**