

## Checklist

- 1. All the relevant URA signage guidelines (URA Central Area). http://www.ura.gov.sg/circulars/text/dc09-20.htm
- 2. All the relevant URA signage guidelines (Outside URA Central Area). http://www.ura.gov.sg/circulars/text/dc09-21.htm
- 3. All the relevant Regulations of the Building Control(Outdoor Advertising) Regulations. http://www.bca.gov.sg/Advertisement/bca\_outdoor\_advertising\_regulations.html
- 4. Layout plan showing the relative position of the display to buildings, roads or other landmarks.
- 5. Site plan showing the location of the lot boundary on which the signage is to be erected /exhibited.
- 6. Elevational plan of the building showing the position of the proposed signage and the dimensions of the sign.
- 7. Display height of the sign as measured from the ground level to the top of the sign is within 30m.
- 8. Sectional view showing the method of fixing and materials used for the signage.
- 9. Visual of the proposed signage showing detailed artwork design.
- 10. A letter from the applicant indicating whether the displays are for in-house display or a 3rd party display, where applicable.
- 11. Clearances from the government agencies (LTA, STB, SLA, SCDF, [CAAS and DSTA for balloon or any inflatable signs],etc), where applicable.
- 12. If the proposal is a wall mounted sign away from the subject business premises, to indicate the usage of the unit where the sign is to be displayed.

- 13. Before a license can be issued for the following signage, a Temporary Building Permit issued under section 3(1) of the Building Control (Temporary Buildings) Regulations must be obtained. a) Advertisement signage exceeding 10m2 that is supported by an advertising structure.
- b) Advertising structure exceeding 10m2 or where the uppermost part of the frame, panel, hoarding, object, support or other type of structure is 4 metres and above from the ground.

Application may be made through CORENET. The application form (BPD\_BP09 form) can be found at: http://www.bca.gov.sg/BuildingPlan/building plan submission applnforms.html.

- 14. The certification and endorsement of the Professional Engineer are provided for :
- a) The display of banner sign which exceeds 30 sq m.
- b) Timber/metal bars are used for a banner with area that exceeds 10 sq m.
- 15. I have checked and ensured that the above requirements have been fully complied with for every sign included in this application and all the relevant information/document have been duly provided and attached in the application.
- 16. I acknowledge that I am aware that my licence application will only be processed if I have fully complied with the requirements.
- 17. I am also aware that my application will be **'Disapproved'** if the signage proposal cannot be allowed under the prevailing signage regulations and guidelines.