

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.