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STREET BANNER PROGRAM POLICIES

Application Process: Application and payment are due at least 30 days prior to installation. Reservations are finalized upon submission of application and payment.

Fees: Fees collected by the City of Austin cover costs associated with application review, installation, removal, and on-street maintenance. Please refer to the website for current fees.

Banner Delivery and Pick-Up: Deliver your banners 5 to 10 business days prior to installation. Pick up your banners no later than 5 business days following the date of removal. Unclaimed banners will be disposed of after 10 business days unless prior arrangements have been made. The City of Austin does not design or fabricate banners.

Banner Delivery/Pick-Up Address & Hours:

[8900 Cameron Road, Suite 300, Austin, TX 78754](#). Monday through Friday, 8 a.m. to 2 p.m.

Banner Locations: [Lamppost Banner locations](#) and [Over-the-Street Banner locations](#) can be viewed online. Reservations may be made up to one year in advance, and popular locations are often booked early. Lamppost Banner installations outside of existing areas will be considered by staff. Note that those installations will require additional fees to be paid by the customer to install mounting hardware.

Customers reserving the West Lake Hills over-the-street location must submit a permit to West Lake Hills:

<https://www.mgoconnect.org/cp/portal>.

- Click “Apply Online for a Permit.”
- Under “Application Type,”
- Select “Banner Sign.”

From there you will be prompted to create an account and submit your application. Banners in West Lake can be installed for a maximum of 15 days.

Please note: For banner scheduling in designated Lamppost Banner Districts, the City partners with the Downtown Austin Alliance (Congress Ave.), the Austin Convention Center and Austin Convention and Visitors Bureau (Convention Center District), and other district associations. Official district partners retain the right of first refusal for reservations.

Design Review and Approval: Please submit a draft of your banner for design and content review at least 30 days in advance of installation date. Please provide a scaled image that depicts the banner design and content. Content intended primarily for commercial or political purposes is barred by city code. Sponsor names and logos are allowed; please see the Specifications sheets for details. The City reserves the right to reject a banner design or content at its discretion.

Banner Design and Fabrication: Ensure your vendor uses current City of Austin Banner Specifications. Banners not meeting the required specifications will not be installed. Please see the website for a [list of frequently used vendors](#) and current [lamppost](#) and [over-the-street](#) specifications.

Reusing Banners: Banners may be reused from previous years if they meet the current specifications and are in good condition. City staff inspect banners prior to installation.

Cancellations and Refunds: The City of Austin no longer provides refunds or cancellations after an application has been approved. The City is not responsible for damage to or loss of any banner(s), including loss of the value of the banner and/or installation period.