

## ADVERTISING PERMIT APPLICATION

|   |   |  |  |
|---|---|--|--|
| Tenant/Owner Name   |   |  |  |
| Contractor Name   |   |  |  |
| In Case of Advertising Within Plot Limit, Specify Plot Number |   | In Case of Advertising Outside Plot Limit, Specify Master Project  |  |
| Submittal Type (Tick Appropriate Box)                         | <input type="checkbox"/> New Permit<br><input type="checkbox"/> Permit Renewal  | <input type="checkbox"/> Structural NOC<br><input type="checkbox"/> Structural Completion Certificate  |  |
| Submission Details (Tick Appropriate Box)                     | <input type="checkbox"/> Initial Submission<br><input type="checkbox"/> Re-Submission   |  |  |
| Type of the Medium (Tick Appropriate Box)                     | <input type="checkbox"/> Building Signage (Podium Parapet Sign)<br><input type="checkbox"/> Building Signage (Roof Parapet Sign)<br><input type="checkbox"/> Building Signage (Wall Mounted Hoarding/Banner)<br><input type="checkbox"/> Building Signage (Building Wrap)<br><input type="checkbox"/> Building Signage (Window Sticker)<br><input type="checkbox"/> Building Signage (Ground Floor Shop Signage)<br><input type="checkbox"/> Building Signage (Roof Top Sign)<br><input type="checkbox"/> Roundabout Branding | <input type="checkbox"/> Construction Fence<br><input type="checkbox"/> Inflatable & Floating Signage<br><input type="checkbox"/> Flags<br><input type="checkbox"/> Free Standing Unit (FUS)<br><input type="checkbox"/> Bridge Banner<br><input type="checkbox"/> Billboard (Unipole, Hoarding, Megacom, Mupie, Lampost Sign) |  |
| Quantity of Medium  |   |  |  |

### DOCUMENTS REQUIRED

#### Advertising Permit

1. Location map (site)/Site Plan
2. Picture showing the existing building facade/site on which the sign is being proposed
3. Colored and scaled drawing of the proposed sign/artwork including dimensions (height, width & depth), cross section & material specifications
4. Mock-up perspective showing the proposed sign superimposed on the building/site
5. NOC from the plot owner for installation of sign
6. Contractor appointment letter from the tenant (applicable for Building Signage only)
7. NOC from relevant authority
8. Copy of company trade license (in case of shop sign)

9. Structural calculations
10. Structural drawings
11. Risk Assessment & Risk Compliance method statement covering all activities (applicable for electrical signs, signs fixed above 2.5m, signs with height dimension above 2.5m)
12. Tenant/Owner Trade License

#### Structural NOC

1. Location map (site)/Site Plan
2. Request from Dubai Municipality to obtain the Structural Completion Certificate
3. Structural calculations and drawings (soft copy)
4. NOC from Dubai Civil Defence

#### Structural Completion / Advertising Permit Renewal

1. Tenant/Owner Trade License
2. Copy of company trade license

#### Terms and Conditions

I hereby certify that the information, data and documents provided with this application are true, genuine and correct to the best of my knowledge. In case of default/failure to comply with any of the aforesaid conditions or the documents submitted by us is found false/forged, our application will be rejected forfeiting any applicable fees paid

### REQUESTER DETAILS

|        |  |                  |  |
|--------|--|------------------|--|
| NAME   |  | DATE & SIGNATURE |  |
| MOBILE |  | STAMP            |  |
| EMAIL  |  |                  |  |

PO Box 478844, Dubai, UAE  
T +971 800-4-DDA (332) F  
+971 4 427 2449

dda.gov.ae