29 V.I.C. § 502 - The erection or maintenance of any advertising device upon any publicly owned and controlled street, sidewalk, park or other real property, or the erection and maintenance of any such device located within fifty (50) feet from the center line of any public highway in the Virgin Islands, whether on public or private property, without a written permit therefore granted by the Commissioner of Public Works is prohibited.

1. Advertising Device Permits are granted for a six-month or annual period.
2. Permits are valid when payment is received.
3. Your permit must be approved prior to the installation of said device(s).
4. Please include a photo of the advertisement design when submitting your permit application.
5. Advertising devices cannot be placed within 10 feet from the outer edge of any highway, except for the DPW Designated locations.
6. Applicants requesting to place advertising devices on private property must present written permission from the property owner.
7. Advertising devices:
   - Must not depict lewd imagery or language.
   - Must not block motorists' visibility of the roadway, traffic signs, informational signs, or other devices at designated locations.
   - Must be no larger than 4 FEET X 4 FEET.
   - Must be affixed to a post and securely erected in the ground.
   - Cannot be attached to, or placed on, any of the following: traffic signs, traffic signals, utility poles, highway medians, trees, walls, government buildings, curbs, or guardrails.
   - Must be properly maintained throughout the duration of the permitting period.
8. Advertisers are responsible for the installation and removal of their devices.
9. The department will give one courtesy call and/or email prior to sign expiration. The customer must either remove their sign or submit a new application prior to the permit’s expiration date. If the sign is not removed, DPW will remove the sign for a fee.
10. The department reserves the right to remove any advertising device for any regulation violation. Future permitting will be affected for violators. Advertising devices are placed at designated locations at owner’s risk. The Department of Public Works is not responsible for damage to said property.

### Advertising Device Permit Fees

<table>
<thead>
<tr>
<th></th>
<th>6 MONTH PERMIT</th>
<th>ANNUAL PERMIT</th>
<th>DIMENSION REQUIREMENTS</th>
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<tbody>
<tr>
<td>Notice</td>
<td>$45 per notice</td>
<td>$90 per notice</td>
<td>Must not exceed 12 inches x 12 inches</td>
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<tr>
<td>Sign</td>
<td>$100 per sign</td>
<td>$145 per sign</td>
<td>Must not exceed 12 inches x 18 inches</td>
</tr>
<tr>
<td>Poster</td>
<td>$75 per poster</td>
<td>$120 per poster</td>
<td>Must not exceed 2 feet x 3 feet</td>
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<tr>
<td>Billboard</td>
<td>$125 per billboard</td>
<td>$170 per billboard</td>
<td>Larger than 2 feet x 3 feet</td>
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<tr>
<td>Digital Billboard</td>
<td>$125 per billboard</td>
<td>$170 per billboard</td>
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<tr>
<td>Removal Fee</td>
<td>$150 per advertising device</td>
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*Fees include a $25 Service Fee per device

### Accepted Methods of Payment

Bank/Cashier's Check, Money Order, Cash, Credit Card
DATE: __________________

DISTRICT: ☐ ST. CROIX  ☐ ST. THOMAS/ST. JOHN  DURATION: ☐ 6 MONTHS  ☐ ANNUAL

Applicant’s Name _____________________________________________________________

Business Name _____________________________________________________________

Mailing Address _____________________________________________________________

Email Address _____________________________________________________________

Daytime Phone _____________________________________________________________

Alternate Contact Phone _____________________________________________________

Type of Advertising Device ___________________________________________________

Type of Material _____________________________________________________________

DEVICE SIZE

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<th>Length</th>
<th>Width</th>
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Structure(s) to which the advertising device will be attached _____________________________________________________________

__________________________________________________________________________________

I have read and agree to all advertising device regulations listed on page 1.

________________________________________
Signature

DEPARTMENTAL USE ONLY

Permit Approved ☐  Permit Disapproved ☐

Permit granted From _______________  Expiration _______________

Permit # _______________  Receipt # _______________

Total Amount Due _______________  Permit Fees Collected _______________
ST. CROIX
☐ SUNNY ISLE INTERSECTION – South Side
☐ CHRISTIANSTED BYPASS – Eastern End, near Gallows Bay
☐ EAST END ROAD - Across from Cheeseburgers in Paradise
☐ EAST END ROAD – Near Ziggy’s
☐ TIPPERARY
☐ COTTON VALLEY - Near Blue Water Terrace entrance
☐ TIDE VILLAGE
☐ PETERS REST - Near Carlos Furniture
☐ SION FARM SHOPPING CENTER – Heading East
☐ FREDERIKSTED BALLPARK SITE – Across the street (Banners only)
☐ ESTATE CARLTON ENTRANCE - Off Queen Mary Highway
☐ WORK AND REST- Entrance
☐ FIVE CORNERS INTERSECTION
☐ LA REINE – Near Chicken Shack
☐ PETER’S REST - Cost U Less Entrance
☐ Melvin Evans Highway

ST. THOMAS
☐ MORAVIAN HIGHWAY - Near VITEMA
☐ FRENCHTOWN - Opposite Post Office
☐ INTERSECTION OF VALDEMAR HILL, SR. DRIVE (Skyline Drive) and MAGENS BAY ROAD
☐ INTERSECTION OF VALDEMAR HILL, SR. DRIVE (Skyline Drive) and DONOE BYPASS (Wintberg Intersection)
☐ DONOE INTERSECTION - Across from Prophecy Church/School
☐ NICHOLAS FRIDAY DRIVE – Across from the National Guard facility.
☐ FOUR CORNERS
☐ SMITH BAY BALL PARK
☐ ELMO ROEBUCK, SR. DRIVE - Near Antilles School
☐ ALTON A. ADAMS DRIVE - Near Charlotte Amalie High School

ST. JOHN
☐ ENIGHED POND - Next to tennis court
☐ SUSANNABERG - Intersection of Route 10 and Route 104
☐ CORAL BAY - Intersection of Route 10 and Route 107
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<th>ST. CROIX</th>
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