

Scope and General

1.1 Purpose and Scope

- 1.1.1** The purpose of this part of the Code is to provide minimum standards to safeguard life, health, property and public welfare by regulating and controlling the design, location, construction and maintenance of signs and outdoor display structures. The requirements of the Code cover the spatial, structural and fire safety aspects of signs located on, within or outside the building. Official traffic signs erected on roads and highways are not covered by this Code.
- 1.1.2** The unrestrained placement of advertising signs mars the landscape with hoardings and advertising signs within the cityscape as well as in rural areas. Therefore, all signs and billboards shall be liable to take permit as per guidelines of Clause 1.4 of this chapter and shall also comply with the guidelines of chapter 3 part 10 (ref: all clauses and sub clauses of 3.10 to 3.11).
- 1.1.3** The regulations of this Code are not intended, and shall not be understood to permit violation of the provisions of other ordinances, regulations or official requirements in force at or near railway stations, roads, railways, terminals or other places controlled by public agencies having jurisdiction to formulate such regulations.
- 1.1.4** No sign shall be erected in a manner that would confuse or obstruct the view or interfere with official signs, signals or devices installed for the purpose of guiding or controlling road, rail, marine or air traffic.

1.2 Terminology

This section provides an alphabetical list of the terms used in and applicable to this part of the Code. In case of any conflict or contradiction between a definition given in this section and that in Part 1, the meaning specified in this part shall govern for interpretation of the provisions of this part.

ADVERTISING SIGN: Any surface or structure with characters, letters or illustrations applied thereto and displayed in any manner whatsoever out of doors for purposes of advertising or to give information regarding or to attract the public to any place, person, public performance, article or merchandise whatsoever, and which surface or structure is attached to, forms part of or is connected with any building, or is fixed to a tree or to the ground or to any pole, screen, fence or hoarding or displayed in space.

ALLEY: Public way having a width between 2.5 m and 4 m that has been dedicated to public use.

APPROVED PLASTIC: Plastic materials conforming to the requirement of Sec 2.2.5

DIRECTION SIGN: Usually included with an arrow and used for indicating a change in route or confirmation to a correct direction.

DISPLAY SURFACE: The area used to display the advertising message in a sign structure.

IDENTIFICATION SIGN: A sign that gives specific location information, identifies specific items, for example, Parking Lot B, Building No. 5, First Aid, etc.

ILLUMINATED SIGN: The display of signs, permanent or otherwise, functions of which depends upon its being illuminated by direct or indirect light, and other than an electric sign.

INFORMATIONAL SIGN: Used for overall information for general organization of a series of elements that is, campus plan, bus route, building layout, shopping mall plan, etc.

MARQUEE: A roofed structure attached to and supported by a building and projecting beyond building line or property line.

NONCOMBUSTIBLE MATERIAL: A material no part of which ignites or burns when subject to fire. Any material conforming to ASTM E136 shall be considered noncombustible.

PUBLIC PASSAGE: A public way having a width less than 2.5 m.

PUBLIC PROPERTY: The land property which has been dedicated or deeded to the public for use.

REGULATORY SIGN: Sign that gives operational requirements, restrictions or gives warnings, usually used for traffic delineation or control, for example 'stop', 'No parking', 'one Way', etc.

1.3 Classification of Signs

For the purpose of this Code, and the regulations and provisions thereof, outdoor displays shall be classified into one of the following types of sign.

BALCONY SIGN: An advertising sign attached to, hung from or posted on a balcony or verandah of a building.

COMBINATION SIGN: An outdoor sign incorporating any combination of features of other signs.

ELECTRIC SIGN: An outdoor advertising display sign, usually animated, wired for lights or luminous tubing and containing other electric fittings, excluding those illuminated by external light source. They shall meet the requirements of the provisions of this Code governing ground, roof, wall, projecting, marquee or other sign as set forth below, depending upon where the electric signs are built.

FIN SIGN: An outdoor sign affixed to the wall or exterior surface of a building with the plane of the sign perpendicular to or at an angle with the building surface projecting more than 300 mm from the surface, the property line or the building line.

GROUND SIGN: An outdoor advertising display sign painted or otherwise displayed on the ground, supported by a pole or a structure erected independently on the ground, or mounted on a vehicle or mobile structure.

MARQUEE SIGN: A projecting sign attached to or hung from a marquee canopy or covered structure projecting from and supported by a building and extending beyond the building line or property line.

PROJECTING SIGN: An outdoor sign other than a wall sign affixed to the wall or exterior surface of a building, with the exposed face of sign in a plane parallel to the wall surface projecting more than 300 mm from the building surface, building line or property line.

ROOF SIGN: An outdoor sign painted on the roof surface or erected upon or above a roof or parapet of a building.

TEMPORARY SIGN: Any sign, banner, pendant or other display constructed of cloth, canvas, fabric, cardboard, bamboo or other light material, with or without a structural frame, intended to be displayed for a limited period only. They shall include signs on gas filled balloons afloat in the air, free or anchored to the ground or a structure, signs or words traced by smoke emitted by flying aircraft or a stationary source and signs tied to a flying aircraft.

WALL SIGN: An outdoor sign directly painted on or pasted or attached to or erected against the wall or exterior surface of a building, projecting not more than 300 mm from the wall.

1.4 Application and Permit

1.4.1 Requirement of Permit

No sign shall be erected, re-erected, constructed, altered or maintained except as provided by this Code. A written permit shall be obtained from the Authority for all signs except those exempted from such permit in Sec 1.4.2.

1.4.2 Exemptions

1.4.2.1 Signs or alterations of signs described in this section and its subsections shall be exempted from the requirement of a permit. These exemptions shall not be construed as relieving the owner of the sign from the responsibility of ensuring compliance with the provisions of this Code or other regulations or laws pertaining to signs. The following works may be undertaken on existing signs without a permit:

- a) Changing of the advertisement copy or message on a painted or printed sign only. Except for cinema or theatre marquee signs or similar signs specifically designed for replaceable copy, electric signs shall not be included in this exemption.
 - b) Cleaning, painting or repainting of a sign or sign structure not involving any structural alteration.
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1.4.2.2 The following signs may be erected without a written permit:

- a) Signs, the top of which is less than 2 m above grade.
- b) Signs exhibited within the window of a building provided they do not affect the light and ventilation of the building.
- c) Signs relating to the trade or business carried on within the premises on which such signs are displayed or notices of meeting or sale etc. to be held within the premises.
- d) Signs painted or pasted on buses or other public transport vehicles provided that no part of such signs projects beyond the body of the vehicles or obstructs the visibility of the driver or passengers to endanger safe ride.

1.4.2.1 In addition, no permission shall be required for signs covered by the provisions of Sections 1.4.2.1.1, 1.4.2.1.2, 1.4.2.1.3 and 1.4.2.1.4.

1.4.2.1.1 **Wall Signs:** Wall signs listed below shall not require a permit:

- a) **Shop Signs:** Signs erected over a display window or entrance of a shop or business establishment which announce the name of the shop and the business carried on provided such signs are less than 1 m in height.
- b) **Building Names:** Wall signs erected on public or private buildings which announce the name of the establishment and the nature of occupancy.
- c) **Name Plates:** Any wall sign less than 0.5 m² in area announcing the name and identity of the occupier.
- d) **Boundary Signs:** Any wall sign less than 0.5 m² in area erected on boundary walls or fences surrounding the premises, or on other ornamental fences, announcing the identity of the premises.

1.4.2.1.2 **Ground Signs Erected on or Visible from Highways:** Ground signs erected on or visible from the highways bearing warning, cautionary, informative, identifying and temporary advertising messages of the following description shall not require a permit. When placed on highways these ground signs shall conform to the requirements of Sec 1.6.3.

- a) Official warning signs, traffic directions and notices displayed on the highway by public authorities or by the requirement of a judicial order.

Example:

FERRY AHEAD

- b) Direction indicators to places of public service.

Examples:

POLICE STATION

PETROL PUMP

- c) Signs bearing names of places

Example:

SHERPUR TOWN

- d) Defense warning signs.

Example:

SHOOTING RANGE

- e) Private warning signs not more than 0.2 m² in area.

Example:

PRIVATE ROAD

- f) Signs not more than 0.2 m² in area placed sufficiently clear of the carriageway showing direction to a private property.
- g) Signs bearing identification, direction or warning messages with respect to the premises on which they are displayed, not exceeding 0.2 m² in area.

Example:

MIND THE STEP

- h) Advertising signs relating to businesses, trades or professions carried out in the buildings on which they are displayed, limited to one sign not exceeding 0.3 m² in area for each business, trade or profession.
- i) Identification signs relating to educational, medical, social, religious, cultural, recreational or similar institutions, hotels, blocks of flats, hostels, rest houses etc. situated on the premises on which such signs are displayed, limited to one sign not exceeding 1.2 m² in area for each such institution.
- j) Temporary advertisements relating to the sale or rent of the premises on which they are displayed, limited to one sign not exceeding 2 m² in area for each sale or rent.
- k) Advertisements announcing sale of goods or livestock, limited to one sign not exceeding 1.2 m² in area, displayed on the land or premises where such sale is held or goods or livestock are situated.
- l) Advertisements relating to construction works in progress on the land on which the sign is displayed not exceeding 2 m² in area.
- m) Signs announcing noncommercial local events of a religious, cultural, recreational or educational character, limited to a total of 0.6 m² of display on any premises on which such events are to take place.

1.4.2.1.3 **Temporary Signs:** Temporary signs of the following character shall not require a permit:

- a) Construction site signs displaying the owner or builder's identity or the project description.
- b) Special and decorative displays used for festivities, fairs, circuses, public demonstrations or promotion of civic welfare and charitable activities, provided such displays do not involve the use of electricity.

1.4.2.1.4 **Other Displays:** Signs displayed on the concerned premises meeting the general requirements of Table 10.1.1 and conforming to the other requirements of this Code shall not require a permit.

1.4.3 Application for Permit

Application for a sign permit shall be made in writing by the erector of the sign and the owner/lessee of the premises or site where the sign is to be erected on prescribed form (Appendix 10.1.1). The application shall be accompanied by the following information:

- a) Full specification of the sign in a sketch showing the length, height and weight of the sign, and, where applicable, number and disposition of electric lights and fittings and wiring diagram.
- b) A location plan showing the position of the sign on the site, an elevation showing the sign in relation to the facade and detail drawing of the sign.
- c) Detail drawings of the sign structure indicating the size of all members and the foundation and, if required by the Authority, design calculations of the structure.
- d) Any other information as may be required by the Authority.
- e) Required fee as may be decided by the Authority from time to time.

1.4.4 Condition for Grant of Permit

The grant of permit or license to erect signs shall be subject to the following conditions:

- a) An application for the grant of permit shall be made to the Authority in the manner prescribed in this Code.
- b) The applicants must possess right over the property, building or premises upon which the sign is proposed to be erected either by way of ownership or by lease.
- c) The permission shall be granted at any one time for a period not exceeding three years, on expiry of which the Authority shall have the right to have the sign removed at the erector's expense unless a renewal of the permit has been obtained.

- d) A permit shall be renewed only upon continued satisfaction of all the conditions under which the original permit was issued.
- e) The permission or the renewal of permission granted by the Authority shall become void, if
- i. any addition or alteration is made to the sign structure except as may be directed by the Authority to make it secure;
 - ii. any change is made in the sign or part thereof, involving a change in the type of sign;
 - iii. any addition or alteration is made to the building which supports the sign involving disturbance of the sign or any part thereof;
 - iv. the sign or any part thereof falls due to accident or other causes; or
 - v. the building or structure supporting the sign is demolished or destroyed or declared 'unsafe building' by the concerned authority.
- f) The Authority may, in the interest of the public, suspend the license before expiry of the period in which case the licensee shall remove the sign forthwith.
- g) The licensee shall maintain the sign and the building or structure supporting or occupied by the sign in safe, neat and sanitary condition.
- h) The sign shall not, in the opinion of the Authority, mar the aesthetic beauty of the locality.

Table 10.1.1: Signs Displayed on Concerned Premises which shall not Require a Permit (Sec 1.4.2.1.4)

Description	Example	Number Permitted	Dimensional Limits	Maximum Size of Letters, Symbols etc.	Maximum Height Above Grade to Top of Sign	Electrification Restriction	Other Special Requirements
Identification signs of public undertakings	FIRE BRIGADE PATHOLOGY	As required	As required	As required	As required	As required	
Warnings, direction or identification of utilities	NO PARKING	No limit	Maximum area 4 m ²	800mm (400mm in restricted sign zone*)	6m (5 m in restricted sign zone)	Only for medical services and to indicate danger	
Identification of company, trade, business, profession or person	KADER & CO	One at each entrance	Maximum area 0.3 m ² each	800 mm (400mm in restricted sign zone*)	6m (5 m in restricted sign zone)	Only for medical services and to indicate danger	
Name of building or premises	CENTRAL LAW ACADEMY	One on each entrance	Maximum area 1.2 m ² each	800 mm (400 mm in restricted sign zone*)	6m (5 m in restricted sign zone)	Only for medical services and to indicate danger	

Temporary signs relating to sale or letting of property on which displayed	<div style="border: 1px solid black; padding: 2px; width: fit-content; margin-bottom: 5px;">FOR SALE</div> <div style="border: 1px solid black; padding: 2px; width: fit-content;">TO LET</div>	No restriction but total area not to exceed 2.4 m ²	Width to depth ratio 2:1, total area of all signs not to exceed 2.4 m ²	800 mm (400 mm in restricted sign zone*)	6m (5 m in restricted sign zone)	No electrification permitted	Shall not be displayed earlier than 1 month prior to date the sale or letting is due and shall be removed within 2 weeks after conclusion of sale or letting.
Construction site signs	SHOPPING CENTRE Consultant Contractor	One for each frontage for each contractor	Maximum area 4 m ²	800 mm (400 mm in restricted sign zone*)	6m (5 m in restricted sign zone)	No electrification permitted	Permitted only while the construction is in progress
Temporary signs announcing events displayed on the premises where these take place	<div style="border: 1px solid black; padding: 2px; width: fit-content;">INTERNATIONAL BOOK FAIR</div>	No restriction but total area not to exceed 4 m ²	Maximum aggregate area 4 m ²	800 mm (400 mm in restricted sign zone*)	6m (5 m in restricted sign zone)	Electrification shall require permission	Shall not be displayed earlier than 1 month prior to the start of event and shall be removed within 2 weeks of end of event
Identifying and advertising signs on business premises in restricted sign zone	<div style="border: 1px solid black; padding: 2px; width: fit-content; margin-bottom: 5px;">CD BANK LTD</div> <div style="border: 1px solid black; padding: 2px; width: fit-content;">ABC TRAVEL</div>	No restriction but total area not to exceed 10% of area of face	Maximum aggregate area not to exceed 10% of area of face	400mm	5m	Electrification shall require permission except for medical services and to indicate danger	

- a) No sign other than that pertaining to the building concerned shall be allowed to obstruct or obscure buildings such as hospitals, public offices, educational institutions, places of worship, museums and buildings of national and historic importance.
- b) No sign or hoarding shall be allowed to obstruct light and ventilation of buildings situated near it.
- c) No sign shall bear any objectionable, unlawful or obscene display.
- d) Any hoarding or sign erected on the highways shall also require the express permission of the authority or agency in charge of the highway.
- e) In addition, all signs shall at all times conform to the requirements given in this Code.

1.4.5 Sanction or Refusal of Permit

Upon receipt of an application for permit the Authority may sanction, sanction with modification or refuse such a permit. The decision of the Authority shall be communicated within 30 days of the date of receipt of all information desired by them, failing which the permit shall be deemed to have been sanctioned. The Authority may withdraw a permit at any time in the interest of public safety and welfare.

1.4.6 Application for Alteration of Sign

A fresh application for permit shall be made each time the ownership of the sign changes or any change in type or structure of the sign is proposed.

1.4.7 Existing Signs

Signs in existence on the date of promulgation of this Code, that would otherwise require a permit, shall be exempted from the requirement of permit for a period of two years after the promulgation of the Code. On expiry of this period these signs shall require a permit as for a new sign.

1.5 Unsafe and Unlawful Signs

1.5.1 Responsibility of the Owner

It shall be the responsibility of the owner to ensure the safety and legality of the sign irrespective of any reference from the Authority.

1.5.2 Notice of the Authority

If any sign is unlawfully installed or maintained violating any of the provisions of the Code, or if any sign becomes insecure or unsafe, the owner of the sign shall, upon written notice of the Authority, make the sign conform to the provisions of the Code or remove it, within a time period specified by the Authority which shall in no case exceed three days. If the owner fails to comply within the specified time, the Authority shall remove the sign and charge the expenses to the owner.

1.5.3 Prohibited Signs

Any sign which in the opinion of the Authority, fits any of the following descriptions, shall not be permitted under any circumstance:

- a) Signs of obscene, repulsive, vulgar, revolting or otherwise objectionable character,
- b) Signs displaying messages prejudicial or subversive to state discipline,
- c) Signs producing pernicious or injurious effect on a class of persons or the public,
- d) Signs that disfigure any neighbourhood or destroy its sanctity, or
- e) Signs those are likely to affect the sentiment of public.

1.6 Restrictions

1.6.1 Restricted Sign Zone

1.6.1.1 The Authority may, in the interest of aesthetics, moral values or public welfare, designate an area as a restricted sign zone. Kindergartens, elementary schools, primary schools and secondary schools, Parks, playgrounds, places of historical interest, places of architectural heritage, important national monuments, animal and bird sanctuaries, nature reserves etc. may also be designated as restricted sign zones.

1.6.1.2 The erection or display of signs within the restricted sign zone shall be prohibited or restricted in any manner deemed necessary by the Authority.

1.6.1.3 The wording on any sign in the restricted sign zone shall be limited to messages for identification of, direction to and information about the owner of the premises, the nature of business carried on within the premises and location of utilities and services.

1.6.1.4 The restriction on signs in a restricted sign zone shall apply within a distance of 30 m outside the zone.

1.6.2 Prohibition of Advertisement

The erection of any advertising sign shall be prohibited on a site, when in the opinion of the Authority:

- a) the site is unsuitable for display of advertising signs by virtue of the historic, cultural, architectural or similar characteristics of the locality, or

- b) the display of an advertising sign is likely to pose a hazard for any form of transport.

1.6.3 Signs on Highways and Roads

Any advertising sign at or near highways or roads shall conform to the following requirements in addition to the requirements of the respective authority.

- a) No sign shall obscure or otherwise hinder interpretation of official traffic signs.
- b) Signs on the sides of over-bridges or flyovers across the carriageway shall not project beyond any edge of the parapet of the over-bridge or flyover.
- c) No sign shall be erected within the right of way of the road nor within 10 m of the edge of the carriageway. The size of the sign erected at 10 m away from the edge of the carriageway shall not be more than 3 m². This limit on size shall be increased by 0.3 m² for each extra metre of setback from the edge of the carriageway.
- d) No sign shall be erected in such manner or at such places as to obstruct or interfere with the visibility of approaching, intersecting or merging traffic.
- e) No sign shall be erected within 100 m of a bridge, railway level crossing or road junction. For urban roads this distance may be reduced to 50 m.
- f) No sign shall be erected in such a way as to hinder visibility at pedestrian crossings.

1.6.4 Illuminated Displays

The following illuminated advertisements that threaten traffic safety shall not be permitted:

- a) Illuminated or electric advertisements of such brilliance or intensity as to produce glare and impair vision of the driver and the pedestrians;
- b) Advertisements containing flashing or intermittent lights of intense brightness;
- c) Advertisements containing lights of such colour, disposition, brightness, movement or flashes as to obscure or reduce effectiveness of official traffic lights, signals, signs or devices.

1.7 Maintenance and Inspections

1.7.1 Maintenance

Signs and their supporting structures, together with the supports, braces, guys and anchors shall be maintained in sound condition and any deterioration shall be repaired immediately. All non-galvanized and corrosion susceptible metal components shall be painted at least once in every two years. The Authority may order removal of signs which are not maintained in proper order and such removal shall be at the owner's expense.

1.7.2 Inspection

Every sign shall be subject to inspection by the Authority from time to time as required by the Authority. The owner of the sign shall ensure access of the inspector and facilitate the inspection.

1.8 Location Restrictions

1.8.1 An outdoor display sign shall not be erected, constructed or maintained so as to obstruct any fire escape or any window or door or opening used as a means of egress or so as to prevent free passage from one part of a roof to the other.

1.8.2 A sign shall not be attached in any form, shape or manner to a fire escape, nor be placed in such manner as to interfere with openings required for lighting and ventilation.

1.9 Projection over Public Property

- 1.9.1** No part of a sign or sign structure shall project into a private property not owned or leased by the owner/erector of the sign, unless explicit agreement has been entered into with the owner of that property.
- 1.9.2** Signs and sign structures shall project neither into public property nor into roads wider than 4 m, below a height of 2.5 m above grade, nor project more than 0.3 m when the sign is erected 2.5 m above finished grade. The signs may project 0.3 m plus 0.12 m for each 0.25 m of clearance above 2.5 m when the height is between 2.5 m and 5 m above grade. Signs may not project more than 1.5 m into a public property under any circumstance.
- 1.9.3** No sign or part thereof shall project into public passages. Projection of signs and sign structures over public alleys shall be limited to the values provided in Table 10.1.1.

Table 10.1.1: Projection of Signs over Public Alleys

Height Above Finished Grade (m)	Maximum Projection (m)
Less than 4	No projection permitted
4 to 5	0.3
over 5	0.6

1.10 Clearance from Power lines

All signs and sign structures shall maintain the clearances from overhead electrical conductors as specified in Table 10.1.2

Table 10.1.2: Clearance from Power Lines

Voltage of the Line	Vertical distance (m)	Horizontal Distance (m)
Low and Medium Volt	2.5	1.25
33 KV	3.5	1.75
Over 33 KV	3.5 Plus 0.3 m for each additional 33 KV or part thereof	1.75 Plus 0.3 m for each additional 33 KV or Part thereof

Related Appendix - Appendix 10.1.1: Application for Permit to Erect or Alter Outdoor Signs