

# Frequently Asked Questions

All code sections cited are available at:

<http://www.dot.ca.gov/trafficops/oda/docs/ODA Act & Regulations.pdf>

## 1. How do I obtain a permit?

Permits can be obtained by submitting a complete permit application. Applications are available for download on our website:

<http://www.dot.ca.gov/trafficops/oda/docs/Permit Application New.pdf>

## 2. Do I need to renew my permit each year?

Companies or individuals with 6 permits or less must pay within a fixed five-year cycle that currently ends in 2013.

Companies or individuals with 7 permits or more have the option to renew their permits on an annual basis. Please refer to California Code of Regulations (CCR) Section 2422.1.

## 3. I have an approved preliminary request. What if I am unable to acquire a building permit from the proper local authority?

The Outdoor Advertising Program (ODA) will accept a building permit or appropriate written consent of a local agency in approving a permit. If neither is provided, ODA will deny the application. See CCR Section 2422(a)(4).

## 4. I'm running for an election and would like to put up some political signs. What are the requirements?

The Statement of Responsibility for Political Signs form must be completed and submitted to the PO Box provided on the form. Here is a link to the form:

<http://www.dot.ca.gov/trafficops/oda/docs/Political2.pdf>

## 5. I have a permit for a wooden display. I would like to replace the wood with metal in order to improve the quality of my display. Can I make this change?

A new permit application must be filed as this "upgrade" is considered beyond customary maintenance. Please refer to CCR Section 2270 for the definition of customary maintenance.

**6. I have a permit for a display. How do I find out whether I need a license or not?**

If you're in the business of outdoor advertising, you are required to obtain an outdoor advertising license. Please refer to Business and Professions Code, § 5300.

**7. I want to advertise my business on the blue ("Food / Gas / Lodging") signs along the highway - who can I contact to find out more information?**

Caltrans' Tourist Oriented Directional Sign and Logos Program can assist you in this.

TODS Coordinators:

<http://www.dot.ca.gov/hq/traffops/engineering/tods/contact.htm>

Business Logo Coordinators:

<http://www.dot.ca.gov/hq/traffops/engineering/logo/contact.htm>

**8. Are permits public record? How do I get a copy of a permit?**

Most documents maintained by the Outdoor Advertising Program are available to the public upon request. The process to request documents is outlined here:

<http://www.dot.ca.gov/paffairs/cpra/>

There may be a fee associated with your records request.

**9. I have sold my sign. How do I transfer the permit?**

The permittee of record must sign and submit the following Permit Transfer Form:

[http://www.dot.ca.gov/trafficops/oda/docs/Permit\\_Transfer\\_Form.pdf](http://www.dot.ca.gov/trafficops/oda/docs/Permit_Transfer_Form.pdf)

Outdoor Advertising will not transfer a permit without a properly signed original document from the permittee requesting the transfer.

**10. If I have a complaint about what is being advertised on the display, who do I contact?**

Contact the owner or operator of the display. The advertising company should be listed on the billboard on the bottom edge.

*This information is not intended to be legal advice and is information only. Please refer to the Outdoor Advertising Act for specific statute and regulatory information.*

Updated 04/18/2016 by Kenneth Parmelee