

# INDOT PERMIT APPLICATION CRITERIA: OUTDOOR ADVERTISING

Outdoor advertising means any outdoor sign, display, device, figure, painting, drawing, message, placard, poster, billboard, or other thing which is designed, intended, or used to advertise or inform, any part of the advertising, informative contents, or structure of which is in the adjacent area and/or visible from any place on the main-traveled way of a designated control route.

## Instructions:

- Apply using EPS (<https://eps.indot.in.gov>). If you're a new user, please create an account.
- Additional resources including templates and instructions may be found on our [Permits webpage](#).
- This list provides a guide of *minimum* requirements; INDOT may enforce additional requisites.

## GENERAL LOCATION REQUIREMENTS

**Location Subject to Outdoor Advertising Control:** A state permit is required if the sign is located in the adjacent area of a control route (see INDOT's [Control Route Map](#)), and the sign is visible from the main-traveled way. **Please note, new signs are prohibited along scenic byways (see INDOT's [Scenic Byways Map](#)).**

**Zoning and Spacing Requirements:** Signs are only permitted on property zoned **commercial** or **industrial** (or unzoned property with qualifying commercial/industrial activity). Signs must meet the spacing requirements detailed in [105 IAC 7-4-17](#). For additional information on zoning and spacing, please refer to the [Guide for Outdoor Advertising](#).

**Access:** The application must show how the sign owner (or their representative) will access the sign's location for construction and maintenance. **The access route must not be directly from the state's right-of-way.**

## REQUIRED DOCUMENTATION

**Survey Map:** A map or plan showing right-of-way, property boundaries, sign location, and distances/offsets to all applicable features (including other nearby signs, intersections/ramps, qualifying business if unzoned, etc.)

**Affidavit of Property Owner's Consent** (to the sign being located on the property). *Either:*

- [Property Owner Consent Affidavit](#), *notarized*; or
- [Sign Owner Affidavit of Consent](#), *notarized* (if the property owner has consented but has not completed an affidavit)

*Property and Property Owner listed on the above document(s) must be consistent with the application and all other submitted documents.*

**Structural Plans:** Must show design/type, material(s), dimensions, number of supports, and other details requested at the time of application. If the sign has an electrical connection, depictions of that supply connection must be shown. For size and design restrictions, please refer to [105 IAC 7-4-16](#) and [105 IAC 7-4-2\(4,36,40,42,46\)](#), respectively.

**If Zoned:**

- [Zoning Affidavit by Zoning Official](#), *notarized*; or
- [Zoning Affidavit by Sign Owner](#), *notarized*; AND

INDOT may request supporting documentation including minutes of the zoning decision affecting the parcel, the most recent comprehensive plan, or a zoning map showing a 2-mile radius consistent with [105 IAC 7-4-20](#).

**If Unzoned:** Any documentation supporting the presence of qualifying commercial/industrial activity within 600 feet of the proposed sign as outlined in [105 IAC 7-4-20\(d\)](#) and the [Guide for Outdoor Advertising](#).

## OTHER REQUIREMENTS

**Staked Location:** Include photographs (preferably timestamped) of the staked location and surrounding area.

**Application Fee:** \$100 (nonrefundable): Payable via EPS by credit card or in.gov subscriber account ([State Form 54372](#)).

## Additional Requirements for Changeable Message Signs (Digital Billboards)

**Residences Within 300 Feet:** Sign placement prohibited unless the owner(s) of the residential property gives consent in writing. Documentation of written consent shall be uploaded to EPS by the applicant.

**Emergency Contact(s):** 1-2 persons (name and phone number) provided in the event of a sign malfunction/emergency. The primary contact should be the **Contact Person** listed in the application. *If providing additional emergency contact(s), please list in a document and upload to EPS.*