

**GOVERNMENT OF THE DISTRICT OF COLUMBIA
DEPARTMENT OF TRANSPORTATION**



d. Public Space Regulation Administration

MEMORANDUM

TO: District Merchants and Retail Shop Operators

FROM: Elliott Maurice Garrett, Chief, Public Space Inspections 

DATE: April 22, 2014

SUBJECT: Placement of A-Frames and Other Portable Signage in Public Space

NOTICE TO MERCHANTS AND RETAILERS REGARDING PLACEMENT OF A-FRAME AND OTHER PORTABLE SIGNS IN PUBLIC SPACE

The purpose of this memo is to advise retailers and others regarding the placement of A-Frame and other portable signs in public space. When placed appropriately they are an important element of a business's exposure to clients and potential customers. When placed improperly they create a hazard for pedestrians and the traveling public and can damage or impede access to elements in the public space. Below are guidelines based on District of Columbia Municipal Regulations that, when followed, will balance public safety and access with the promotion of commercial activity in the District.

- Placement of A-frame and other portable signs must be consistent with the display of merchandise in public space governed by District of Columbia Municipal Regulation (DCMR) §24-112.
- This regulation authorizes the display of merchandise within three feet (3') of the face of a building.
- The sign should not have a footprint more than three feet by three feet (3 ft. x 3 ft.).
- The allowance of three feet (3') from the face of the building notwithstanding, the sign should not at any time reduce the pedestrian walkway to a clear unobstructed width of less than eight feet (8 ft.) in the Central Business District and six feet (6 ft.) in all other areas of the District.

Failure to follow these guidelines is considered a public space violation. A Warning of Infraction will be issued for the first instance. A Notice of Violation will be issued, with associated fines, for instances after the Warning of Infraction.

Obstructing public space without a permit (DCMR §24-2001.2)

1 st Violation within 60-day period	\$150.00
2 nd Violation within 60-day period	\$300.00
3 rd Violation within 60-day period	\$600.00
4 th Violation within 60-day period	\$2000.00

Abatement Required - YES