

FILLING OUT A PERMIT APPLICATION (FORM OA-14)

A license application is a double-sided form which the applicant must fully complete and submit to the New Jersey Department of Transportation, accompanied by payment of the appropriate application fee. Incomplete applications will be returned. There is no process for on-line submission of the form or payment.

Applicant Information

This information (trade name and mailing address) must be consistent with that contained on all permits held by the licensee.

Trade Name – The name under which the applicant does business.

Name – Another name (company or individual(s)) that the applicant wishes to appear on the license. If no other name is desired, leave blank.

P.O. Address, City, State, Zip Code – The mailing address of the applicant.

Telephone Number – The telephone number of the applicant.

Fax Number – The fax number (if available) of the applicant.

E-mail Address – The email address of the applicant.

If the applicant is a Corporation, the names of the Officers must be entered in the spaces provided.

Non-Residents

If the applicant uses a mailing address outside of the State of New Jersey, please note the additional requirements as contained on the application. This includes providing a copy of the Certificate of Authority, obtained from the New Jersey Department of the Treasury, or a surety bond.

Certification and Signature

By completing and signing this section, you certify you have read the application and are aware of the information and conditions contained thereon, that all information supplied is true to the best of your knowledge and belief, and that you agree to abide by all of the provisions of the Roadside Sign Control and Outdoor Advertising Act and all regulations promulgated thereto.

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Application Fees

Application fees must be paid in check or money order and must accompany the application. Any application submitted without the appropriate fee will be returned. The license fee is \$150.00 for three years.

Disclosure Statement

A completed disclosure statement must accompany every license application. Detailed instructions for completion are contained on the form.

Submission of Application

A fully completed license application, including a completed disclosure statement, may be submitted with the appropriate license fee. Checks must be made payable to the New Jersey Department of Transportation (NJDOT) and mailed with the original signed application (not a copy) to:

New Jersey Department of Transportation
Office of Outdoor Advertising Services
P.O. Box 600
Trenton, NJ 08625-0600.

If using a private delivery service, the street address is the New Jersey Department of Transportation, Office of Outdoor Advertising Services, 1035 Parkway Avenue, Ewing, NJ 08618-2309.

SHOULD A DISCREPANCY BE FOUND BETWEEN THESE INSTRUCTIONS AND THE NEW JERSEY ADMINISTRATIVE CODE, ROADSIDE SIGN CONTROL AND ADVERTISING REGULATIONS, N.J.A.C. 16:41C-1, THE ADMINISTRATIVE CODE SHALL GOVERN.

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