

Can my licence  
be renewed  
automatically?

Yes. Your licence can be renewed automatically every year if you pay the fee via GIRO.

The GIRO form is available at:  
[www.bca.gov.sg/ALS/Giro](http://www.bca.gov.sg/ALS/Giro)



How do I  
cancel my  
licence?



You can submit a licence  
cancellation request at  
[www.bca.gov.sg/AdvertisementLicence](http://www.bca.gov.sg/AdvertisementLicence)



## Building Control (Outdoor Advertising) Regulations

What you  
need to  
know:

The Building and Construction Authority (BCA) regulates the display of outdoor advertising signs and signboards. All businesses planning to display such **outdoor** signs are required to obtain a licence from BCA. Failure to do so may result in a fine.

Apply for a  
licence to avoid  
being fined.



For more information about the Outdoor Advertising and Licensing Requirements:

 Visit [www.bca.gov.sg/Advertisement](http://www.bca.gov.sg/Advertisement)

 Call 1800 342 5222  
(Monday to Friday: 8.30am to 12.30pm  
and 1.30pm to 5.00pm, excluding  
Public Holidays)

 Email [bca\\_enquiry@bca.gov.sg](mailto:bca_enquiry@bca.gov.sg)



## YOUR ESSENTIAL GUIDE TO APPLYING FOR AN OUTDOOR ADVERTISING SIGN AND SIGNBOARD LICENCE

Building and Construction  Authority

We shape a **safe, high quality, sustainable** and **friendly** built environment.



Here are the common types of outdoor\* advertising signs and signboards:

### Advertising Signs



### Signboards

\* Outdoor is defined as any roofed space that is not fully enclosed on all sides and which facilitates the flow of general pedestrian traffic or is accessible to the public.

How do I obtain a licence?



Go to:  
[www.bca.gov.sg/AdvertisementLicence](http://www.bca.gov.sg/AdvertisementLicence)

Register an account

Submit a consultation request

Does it comply with URA's\* guidelines<sup>1</sup> and BCA's submission requirements<sup>1</sup>?

YES

BCA will give an in-principle approval

Is a Temporary Building Permit required?

NO

Pay the licence fee online  
(eNETS / Visa / Mastercard)

Licence will be sent to the applicant's email address

NO

YES

Engage a Professional Engineer who will submit the relevant documents to BCA

For bigger advertising signs or signboards...

You must **engage a Professional Engineer** who will submit the relevant documents to BCA on your behalf if your sign falls under one of the categories below:

### For banners:

- exceeding 10m<sup>2</sup> and are displayed with bars or rods;
- Or exceeding 30m<sup>2</sup>

### For advertising signs or signboards:

- exceeding 10m<sup>2</sup> that are supported by an advertising structure
- Or exceeding 10m<sup>2</sup> where the uppermost part of the object is 4m and above from the ground

\* Urban Redevelopment Authority

<sup>1</sup> For more information, visit [www.bca.gov.sg/Advertisement](http://www.bca.gov.sg/Advertisement)