



Frequently Asked Questions

Signage Compliance Campaign

Search

PAY. APPROVE. DISPLAY. HOORAY!

1. Why do we need to pay signage fees?

The display of advertising signs is regulated by the Town and Country Planning (Control of Advertisement Regulation, 1978) and the Kingston and St Andrew Building Act, 2018. Before an advertisement is displayed in the view of the public approval must be sought and obtained from the Kingston and St Andrew Municipal Corporation.

2. What types of signs require approval?

Approval is required for all advertising signs visible to the public, including:

Business or shop signs

i.e.all signs on wall, roof of premises whether painted or affixed displaying name, address, or product.

Banners

Billboards

Murals

Directional Signs

Building Branding

3. What does “regularizing signage” mean?

It means submitting an application for approval, providing the required documents, and settling any outstanding signage fees.

4. Do I need to complete an application form?

Yes. You need to complete the Application for Consent to Display an Advertisement” form. It is available on the KSAMC website or can be collected at KSAMC office. You Must Submit 4 Copies of this application Form.

5. How are signage fees calculated?

Signage fees are billed for a minimum period of up to seven (7) years, unless proof is provided showing a shorter period of operation or installation.



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24 Church Street

5. What documents can I use as proof if my sign is less than seven years old?

Acceptable documents include:

Business registration document

Receipt from the signage company

Lease agreement

6. What happens after I submit my application?

Once validated, your application is registered and the applicable fee calculated, for you to make payment.

7. How do I make payment for signage fees?

After fees are assessed, payments can be made via bank transfer or at the KSAMC office.

8. If I owe signage fees and cannot pay the full amount at once, can I still qualify for the 20% discount through a payment plan?

Yes. Payment plans are available. However, to benefit from the 20% discount, the full outstanding balance must be cleared on or before March 31.

9. If I start a payment plan and miss a payment, what happens?

Missing a payment may result in loss of the discount and enforcement action may resume. It is important to stick to the agreed payment schedule.

11. What happens if I do not take advantage of the campaign?

After the campaign period, full licence fees, penalties, and enforcement action will apply, including notices, removal of signs, and possible prosecution.

12. Who should I contact for further information?

Email complianceunit@ksamc.gov.jm for further information.