

Urban Development Department – Signage License for advertisement

1	Name of Approval / NOC / License / Registration	Signage License for advertisement
2	Issuing Authority	Urban Local Body
3	Stage	Additional Services
4	SLA/ Number of Days	30 Days
5	Documents Required	(i) Photo of Applicant (ii) ID Proof of Applicant
6	Form Submission	http://niveshmitra.up.nic.in/
7	Fee	Variable Fee (Auto calculated based on inputs, check Fee Description link)
8	Mode of Payment	Online
9	Procedure for getting license	<p>Step- 1 : a) The applicant shall open the Online Single Window Portal using the address https://niveshmitra.up.nic.in/ b) Register in Online portal using their personal Details and Contact Details. c) A password is generated and sent thru SMS/Email. Using the User id and Password, log into the online Web portal.</p> <p>Step – 2 : After logging into the web portal, the Applicant shall fill the common application form and create Unit.</p> <p>Step – 3 : Select apply for permission, choose unit, select Department “Urban Development Department” and service “Signage License for advertisement” then click on proceed.</p>

	<p>Step – 4 : The applicant will go ahead, fill form, select advertising sites, from & to date, upload required documents and submit the application form for service “Signage License for advertisement”</p> <p>Step – 5 : Go to Pay Consolidated Fee menu at single window system (Nivesh Mitra), select unit & service. Calculated amount will be shown.</p> <p>Step – 6 : Calculated Fee submitted by Applicant Online</p> <p>Step – 7 : ULB (Nagar Nigam/Nagar Palika Parishad) officer shall verify the application & accept it through online portal</p> <p>Step – 8 : ULB (Nagar Nigam/Nagar Palika Parishad) officer shall generate the order for “Signage License for advertisement”</p> <p>Step – 9 : Applicant can track the status at Dashboard in online single window system</p> <p>Step – 10 : Applicant can download the signage license from online single window system by clicking on “CERTIFICATE/NOC ISSUED” at Dashboard</p> <p>Step – 11 : Applicant can verify the certificate by clicking on “NOC Search” under Information menu on online single window system. Enter Certificate No. to verify the details.</p>
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