



The **Bethlehem Fine Arts Commission**, in conjunction with the **City of Bethlehem**, oversees the review process to ensure that public art projects—including murals, sculptures, and installations—are developed with public input, artistic integrity, and respect for the city’s unique character and history. A Call to Artists is strongly recommended to foster a diverse and vibrant public art landscape. Inviting a wide range of artists helps ensure that public art reflects the diversity of Bethlehem’s community. The Commission is available to support and guide applicants throughout this process.

We welcome projects that celebrate inclusion and reflect Bethlehem’s past, present, and future. All submitted artwork must be original to the artist(s). Images may be submitted in various formats. Sources of inspiration—particularly references to other works of art and any AI models used—must be disclosed and submitted as part of the application.

A community engagement component is required, and the Commission can advise on appropriate methodologies. Concepts developed during or refined through the community engagement process must be resubmitted, incorporating the recommended additions or revisions.

The use of copyrighted images is subject to BFAC approval. All required [usage permissions](#) must be obtained and submitted before permit application approval.

Projects located within the 3 designated Historic districts [HARB, South Side Conservation District, Mt Airy Conservation District] must be approved by the respective District before receiving final approval from the Fine Arts Commission. Buildings that have painted brick, stucco, or a masonry overlay on the original brick may be exempt from the Historic Review once the nature of the overlay is reviewed by the Public Art Committee.

A completed Public Art Checklist and Declaration of Originality must be completed for all artwork proposed for installation within the City of Bethlehem, including donations,

bequests, purchases, and commissions. **All information is due 2 months prior to beginning a project.**

To complete an [online application](https://bfac-lv.org/), visit: <https://bfac-lv.org/>

Please submit materials to:

Public Art Committee,

Bethlehem Fine Arts Commission,

P.O. Box 1851, Bethlehem, PA 18016-1851,

or emailed in a single PDF to publicart@bfac-lv.org.

Applicant Information

- 1. Contact Name(s) and Role/Organization:**

Mobile/Contact Number:

Email Address:

- 2. Location of Proposed Artwork (address, building name, etc.):**

- 3. Building Owner and Contact Information (If building is leased, lessee information is also required):**

Project Details

- 1. Scope of Work:**

Please describe the overall project, including budget, funding source(s), size, number of walls, and any special materials or installation needs.

2. Artist(s) Information:

Name(s) of Artist(s):

Please attach an artist résumé or CV, and describe relevant previous mural or public installation experience. If a “ Call for Artists” is needed, please advise ASAP. If an Artist has been chosen, please explain the process used.

3. Artist Selection Process:

Attach a copy of the Call for Artists (RFP) and list the members of the selection committee or panel involved in artist review and selection.

4. **Initial Design Concept:**

Attach a preliminary sketch, digital rendering, or written description of your proposed design. Please confirm that all submitted imagery is original to the artist and that no copyrighted or AI-generated content is used without written permission.

Community Engagement

5. **Community Input and Review:**

A **good-faith effort** to engage nearby residents or surrounding community members and stakeholders for the purpose of gathering ideas for design inclusion and in the review of the proposed design **is required**. Examples may include pop-up events, social media campaigns, open houses, presentations, community surveys, or meetings. The public art committee may be a source of help and engagement ideas, if needed. Please describe below your plans to gather community input or feedback in the design and/or implementation process.

Project Logistics

6. Liability Insurance:

Proof of general liability insurance is required by the organization or person commissioning the mural during on-site creation and installation, as well as for the individual artist(s), with a minimum of \$1 million per occurrence to cover third-party property damage (ie/ paint spills, surface damage) and bodily injury. Please confirm you have insurance coverage by listing your provider below.

7. Proposed Project Start Date:
(Permit must be approved before work begins)

8. Estimated Duration / Completion Date:

9. Site Conditions and Preparation:

Describe the current condition of the site (e.g., painted brick, stucco, concrete) and any preparation or additional permits needed (e.g., scaffolding, lift equipment).

Please note: Any street closure required as part of a proposed mural project must be approved by the City's Public Works Department, Traffic Division and may require additional permitting.

Attach photos of the site if available.

10. Maintenance and Longevity:

Indicate the anticipated lifespan of the artwork, required maintenance, and identify the responsible party for ongoing care, repair, or eventual removal. No permit will be granted if a responsible party is not identified. A temporary installation is defined as a project lasting under 1 year.

Required Information Checklist:

- Copy of RFP / Call for Artists and List of Selection Panel Members
- Artist Résumé or CV
- Samples of Relevant Artwork (copies only; no originals)
- Project Description (including scope of work and installation method)
- Proof of Liability Insurance
- Documentation of Public Input Process

Artist Declaration of Originality and Copyright Compliance

By signing below, I affirm that:

1. The artwork, imagery, and design concept submitted for this project are **entirely original** and created by me (or the team listed on this application).
2. No part of the submitted design **copies, reproduces, or infringes** upon any existing copyrighted material, trademark, or intellectual property.
3. If any elements of the design incorporate **referenced, licensed, or collaborative materials**, I have obtained and attached written permission or proof of license for their use.
4. I have **not used AI-generated imagery** (including but not limited to tools such as Midjourney, DALL·E, Stable Diffusion, or similar generators) in the creation of the design, unless such use is fully disclosed and documented with evidence of original authorship and rights clearance.
5. I understand that failure to disclose the use of copyrighted or AI-generated content may result in **revocation of approval, removal of the artwork, or other applicable remedies** as determined by the Bethlehem Fine Arts Commission and the City of Bethlehem.

Artist Name (Print): _____

Signature: _____ **Date:** _____

If applicable, Organization / Collective Name: _____

Project Title: _____

Public Art/Mural Permit Application

DATE SUBMITTED _____ DATE APPROVED _____