

**By Appointment Only.** Please call (510)747-7930  
 Public Works Department  
 City Hall West  
 950 W Mall Square #110, Alameda, CA 94501  
[www.alamedaca.gov/PWpermits](http://www.alamedaca.gov/PWpermits)  
 PWpermits@alamedaca.gov

**PERMIT NO.** \_\_\_\_\_

**INSTRUCTIONS TO APPLICANT:**

- Applications must be received at least **2 business days**, (48 hours) in advance of the needed date/time of posting. City of Alameda business days are Monday through Thursday.
- Email completed forms to [PWpermits@alamedaca.gov](mailto:PWpermits@alamedaca.gov)
- See Rules and Regulations for instructions for posting.
- Temporary “No Parking” signs are for use to prohibit parking before and during special events, moving, and other similar activities. These signs provide notification to the public that vehicles parked in the posted “No Parking” spaces will be towed to clear the space. Temporary “No Parking” signs are not intended to be used for parking of a personal vehicle.

**PARKING RESTRICTIONS** Provide sketch if applicable

**Address/Location:** \_\_\_\_\_

**Reason or purpose of posting:** \_\_\_\_\_

# No Parking Signs Needed: \_\_\_\_\_ # of Metered spaces: \_\_\_\_\_ # of Unmetered Spaces: \_\_\_\_\_

Dates: From: \_\_\_\_\_ To: \_\_\_\_\_

Time: From: \_\_\_\_\_ To: \_\_\_\_\_

**APPLICANT:** \_\_\_\_\_

Address: \_\_\_\_\_ Phone ( ) \_\_\_\_\_

City, State, Zip: \_\_\_\_\_ Email: \_\_\_\_\_

**POLICE VERIFICATION** *(FOR CITY USE ONLY)*

**TO SCHEDULE SIGN VERIFICATION CALL ALAMEDA POLICE DEPARTMENT (510) 337-8340**

Officer: \_\_\_\_\_ Time: \_\_\_\_\_ Date: \_\_\_\_\_

**APPROVAL** *(FOR CITY USE ONLY)*

Date Granted: _____	Quantity	x	Cost per space	x	# of Days	=	<b>Total Fee</b>
By: _____		x	\$ 16.00	x		=	\$

**NO PARKING SIGN RULES AND REGULATIONS:**

**PERMIT NO.** \_\_\_\_\_

Place a checkmark to acknowledge you have read the rule and regulation.

- 1. **Definition:** This permit is issued pursuant to Chapter 8.7 of the Alameda Municipal Code (AMC) and California Vehicle Code Section 22651(k).
- 2. **Acceptance of Provisions:** Display of “No Parking” signs shall constitute an acceptance by the Applicant to comply with all local ordinances and state laws relating to parking restrictions. Applicant acknowledges that the “No Parking” sign application is not an encroachment permit. “No Parking” sign application does not grant the applicant the ability to encroach in the right of way.
- 3. **Sign Posting Instructions:** The use of City of Alameda issued “No Parking” signs is required. “No Parking” signs must show the day, date and times of restricted parking. “No Parking” signs shall be placed on affected streets at least 48 hours prior to the needed no parking. For “No Parking” needed on a Monday, “No Parking” signs must be placed by the end of the day the prior Thursday. In order to enforce the signs, Alameda Police must verify the “No Parking” signs at least 48 hours in advance. See Rule 4 for Police Verification requirements.  
**Metered Spaces:** Applicant shall post City issued “No Parking” sign on the meter post. One sign per meter post.  
**Unmetered Spaces:** Applicant shall post City issued “No Parking” sign every 18-20 feet.  
**Red Zones, Green Zones & Blue Zones:** “No Parking” signs cannot be placed in red, green and blue curb zones.  
**Materials:** Applicant shall only use twine, masking tape or cinch ties to attach signs to meters, poles or trees. Application shall not use duct tape, mails or staples to attach signs to public infrastructure. In locations where there are no meters, poles or trees, applicant shall provide their own means of posting.
- 4. **Police Verification of Signs for Enforcement:** In order to enforce the signs, Alameda Police must verify the “No Parking” signs have been placed at least 48 hours in advance. Applicant shall call Alameda Police Department (510) 337-8340 to schedule verification of “No Parking” sign posting. Officer will sign off on the No Parking permit in the space provided on the form. Failure to meet these permit conditions will render the “No Parking” signs invalid and will result in parking control officers being unable to respond to a tow request.
- 5. **No Construction Staging:** Storage of construction materials and equipment within the public right-of-way, including the street and sidewalk areas is not permitted at any time. An encroachment permit is required for any operations that will encroach into the public right of way. Encroachment permit application is available at [www.alamedaca.gov/pwpermits](http://www.alamedaca.gov/pwpermits)
- 6. **Fees:** Fees are subject to the current Master Fee Schedule as adopted by the City Council. Fees must be paid prior to issuance of the No Parking Signs. Fees are non-refundable.

**Applicant hereby certifies that they have read, understood, and shall comply with the rules and regulations set forth in this, and that the information provided by Applicant herein is true and correct.**

Applicant (Print Name): \_\_\_\_\_

Title: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_