

## SIGN PERMIT APPLICATION GUIDELINES

### Purpose and Necessity

Sign permit applications serve as a method of reviewing proposed signs to ensure compliance with the City's adopted sign regulations. The purposes of the regulations are to maintain and enhance the City's physical appearance, reduce hazards that may be caused by signs, prevent signs from obscuring adjacent signs and create a more attractive economic and business climate.

### Preparing the Applications

When you apply for the permit, the following must be submitted:

- Two copies of the completed Planning Application form
- Two copies of a site plan showing the location of existing structures, proposed structures, proposed signs and property lines
- Two copies of elevation drawings showing all sides of the structure(s) that will have signs. The elevation must indicate the dimensions, colors, and materials of the sign(s) and building surface, and the method of attachment to the building or ground.
- Details of electrical components, if applicable
- The appropriate fees made payable to the City of Alameda

Prior to submitting the application it is suggested you contact the Permit Center in the Community Development Department office to discuss the City's sign guidelines and requirements, as they relate to your site. If your proposed sign(s) requires a Building Permit or Electrical Permit, please contact a Permit Technician to verify submittal requirements for these permits.

### Application Processing

Please submit your application to the Permit Center in the Community Development Department office. Signs that do not require a Building Permit may be approved over the counter. Signs that require a Building Permit would first be routed to the Planning Division for review and subsequently to the Building Division. The processing time varies depending on the number of applications currently being processed in the Permit Center and the complexity, completeness, and quality of the application materials.

For applications that require processing, a notice will be mailed to you once the application has been reviewed. The notice may be in the form of a Hold Notice, requesting additional information or revisions, or an approval letter if the proposal is found to be compliant with all Codes and Regulations. A Permit Technician will contact you when the permit is ready to issue.

**SIGN PERMIT APPLICATION**

Project Address: \_\_\_\_\_

Are there other tenants on the property?

Do other tenants have signs on the property?

Total number of existing signs on the property: \_\_\_\_\_. Total number of signs on:

Front \_\_\_\_\_ Left side \_\_\_\_\_ Right side \_\_\_\_\_ Rear \_\_\_\_\_ Freestanding \_\_\_\_\_

Number of proposed new signs on the property: \_\_\_\_\_

Please indicate location and number of signs (new and existing) on the site plan. The site plan need not be to scale.

**Sign #1**

Type of sign (freestanding, wall, window, projecting, awning, or marquee): \_\_\_\_\_

Dimensions of sign: Height \_\_\_\_\_ Width \_\_\_\_\_ Depth \_\_\_\_\_

Area of sign (in square feet): \_\_\_\_\_

Materials of sign: \_\_\_\_\_

Total width of building frontage: \_\_\_\_\_

**Sign #2**

Type of sign (freestanding, wall, window, projecting, awning, or marquee): \_\_\_\_\_

Dimensions of sign: Height \_\_\_\_\_ Width \_\_\_\_\_ Depth \_\_\_\_\_

Area of sign (in square feet): \_\_\_\_\_

Materials of sign: \_\_\_\_\_

Total width of building frontage: \_\_\_\_\_

**FOR OFFICE USE ONLY**

Zoning: \_\_\_\_\_ Number of signs allowed per tenant per façade: \_\_\_\_\_

Allowed signage area: \_\_\_\_\_