

Banner Permits are only issued for Non-Profits and City Departments.

Revised Application July 19, 2019

**May be approved over the counter with complete application**

Attached is an application form for authorization to temporarily encroach into the public right-of-way. Included with this application is a list of general conditions which may or may not apply to your activity. Please review these conditions along with the application and answer all questions completely. Please call the Permit Center at (510) 747-6800 if you have any questions.

1. **Complete the attached application form, using blue or black Ink, only.**
2. **Separate applications are required for each location.**
3. **Must provide proof of Non-Profit status.**

Return your completed application to the Permit Center, 2263 Santa Clara Avenue, Room 190, Alameda, CA 94501, from 7:30am to 3:00pm on Monday, through Thursday. A Permit Technician will receive all your materials for submittal, verify Non-Profit status, and, if space is available, issue the Banner Permit. **Please note that our office is closed on Friday.**

*Banners are hung on Tuesdays and taken down on Tuesdays, **no exceptions**. Banners can be hung for no more than two (2) consecutive weeks. No more than two (2) Banners may be requested for the same time period.*

**BANNER DROP-OFF:** Applicant is responsible for taking a copy of this approved permit and banner(s) to the City of Alameda Public Works Maintenance Services Division, 1616 Fortmann Way, Alameda, CA at 1-510-747-7900, between the hours of 8:30 a.m. to 4 p.m., on the Tuesday prior to the date the banner(s) is/are to be hung. (Effective July 1, 2019)

**BANNER PICK UP:** IT IS MANDATORY FOR YOU TO PICK UP YOUR BANNER(S) WITHIN TWO WEEKS OF THE TAKEDOWN. THE CITY WILL NOT BE HELD RESPONSIBLE FOR BANNERS LEFT OVER TWO WEEKS TIME. BANNERS WILL BE DISCARDED. PLEASE CALL PUBLIC WORKS MAINTENANCE AT 1-510-747-7900 TO ARRANGE PICK UP OF YOUR BANNER, BETWEEN THE HOURS OF 8:30 a.m. to 4 p.m. AT 1616 FORTMANN WAY, Alameda, CA.



# BANNERS

## SPECIAL EVENT PERMIT APPLICATION

Planning Building & Transportation Dept.  
 2263 Santa Clara Ave., Rm. 190 Alameda, CA 94501  
 1-510.747.6800 • F: 1-510.865.4053 • TDD:  
 1-510.522.7538  
 alamedaca.gov

SE Permit No. \_\_\_\_\_

1. \_\_\_\_\_  
 Name of Organization Address
2. \_\_\_\_\_  
 Person in charge of banner Phone number (Day)
3. \_\_\_\_\_  
 Name/Title of Chief Officer Phone number (Day)  
 Email: \_\_\_\_\_

4. Please indicate location of banner (X). Note: A separate application **must be** completed for **each** requested banner location. Applicant must also pay separate filing and hanging fees for each banner. Fees are due and payable with submitted application(s). Banner(s) may be hung a **maximum of two weeks**.

- A. \_\_\_\_\_ Central and Oak B. \_\_\_\_\_ Lincoln and Webster \*C. \_\_\_\_\_ Park Street (1518 Park St)  
 (2200 Central Ave) (1600 Webster St) \*Park St: Schedule subject to changes

5. Requested date to hang banner: Tuesday, \_\_\_\_\_  
 Date & Month, Year
6. Date banner will be taken down: Tuesday, \_\_\_\_\_  
 Date & Month, Year

### Required Banner Specifications

- Size:* 22' by 3'  
*Vent Flaps:* 5 (each 6" – 8" in diameter)  
*Brass Grommets:* Placed at each corner and spaced at 1 ft. intervals inside the hemmed cord of banner edge and **must be double sided**  
*Material:* Quality Banner Material

### Banner Description

Please describe the banner below and attach diagram on separate sheet (including wording, colors, and material).

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I declare that I am authorized to submit this application and that to the best of my knowledge and belief, all of the information given herein is true, accurate, and complete. Applicant(s) further acknowledges the General Permit Conditions as they apply to the proposed activity and agrees to fully comply with them.

\_\_\_\_\_  
 Authorized representative signature

\_\_\_\_\_  
 Date

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**PERMIT NOT VALID WITHOUT CITY STAMP**