

SIGN PERMIT APPLICATION INSTRUCTIONS

Preparing the Application

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

Submittal Requirements

1. Planning Permit Application and Sign Permit Supplemental Form.
2. Building Permit Application (if sign requires a building and/or electrical permit).
3. Site Plan:
 - Four colored copies of the completed Planning Application of a site plan showing the location of existing structures, proposed structures, proposed signs and property lines.
4. Elevations:
 - Four 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 message and height of letters on the sign. For window signs please include the window and window sign dimensions and total area.
5. Sample Materials (For Awning Signs):
 - If applying for an awning sign, please provide a sample of the awning material.
6. Details of electrical components, if applicable including:
 - 20 AMP circuit
 - Line of sight Disconnect or Lockable breaker
 - Specific Type, size, embed number or spacing
 - Details of how the signs is to be supported, attached, anchored, connected, riced, including foundations for poles, sign sections, etc.; indication of existing and structural calculations or stamped drawings may be required.
7. The appropriate fees made payable to the City of Alameda.

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 SUPPLEMENTAL FORM
(Attach this form to Planning 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: _____

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Zoning: _____ Number of signs allowed per tenant per façade: _____

Allowed signage area: _____