

INSTRUCTIONS

Public Works
950 W. Mall Square, Suite 110
Alameda, CA 94501
510.747.7900 • TDD: 510.522.7538 • alamedaca.gov
Email: PWpermits@alamedaca.gov

If you need a temporary “No Parking” zone, the City of Alameda provides temporary tow-away signs for use during special events and for moving vans. Temporary no parking signs are required to inform the public that vehicles parked in the posted no parking spaces, reserved by the sign’s dates and times, will be towed to clear the space required for the event. These signs shall be used to reserve the necessary parking space for a special event such as commercial or residential moves, community festivals, neighborhood events, and other similar needs. Temporary no parking signs are not intended to be used for parking of a personal vehicle. The application and issuance of no parking signs is administered in the Permit Center and enforced by the Alameda Police Department. **Please email the completed form to PWpermits@alamedaca.gov.** Because there is a legal requirement to post the signs 24 hours prior to enforcement, please apply for the signs no later than two (2) business days prior to your event.

Instructions for “No Parking” Signs

Where:

1. Metered spaces: Post sign on each meter
2. Non-metered spaces: Post one sign per each space (18-20 feet)
3. Red zones, green zones, and disabled (handicapped) parking zones may not be used for temporary "No Parking" signs.

How:

4. Use only twine, masking tape, or cinch ties to attach signs to meters, poles or trees.
5. Do NOT use duct tape, nails, or staples to attach signs.

When:

6. No parking signs must be posted at least twenty-four (24) hours in advance* otherwise the Alameda Police Department cannot enforce the “No Parking” restriction. As a courtesy to your neighbors, we recommend that you post sign seventy-two (72) to forty-eight (48) hours in advance. Once you post sign please notify the Alameda Police Department so they can begin enforcement. ALAMEDA POLICE DEPARTMENT: 510-337-8340.
7. No Parking hours/dates may not be extended past approved times.
8. All signs must be removed within eight (8) hours of posted ending time of restricted parking.

**Alameda Municipal Code Section 8-7.9—Temporary Parking Prohibitions*

a. Whenever the use of a street or portion thereof is authorized for the movement of structures or vehicles of unusual size, parades, or construction and repairs to street, it shall be unlawful to park on that portion of the street where signs giving notice that parking is prohibited and subject to tow have been posted for at least twenty-four (24) hours prior to towing.



“NO PARKING” SIGNS CERTIFICATE OF POSTING

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APPLICATIONS ARE DUE 48 HOURS IN ADVANCE

EN#: _____

Reason or purpose of posting (construction, moving, filming, etc.):

“No Parking” Permit

Number of spaces requested: _____ @ \$15.00 per space per day
(One parking space is 18 to 20 feet in Length)

Address/Location: _____

Dates, from: _____ to: _____

Hours, from: _____ to: _____

Signs will be posted on: date: _____ time: _____

IMPORTANT NOTE: No Parking signs must be posted and Alameda Police must be notified at least 24 hours in advance. Otherwise, the no parking signs cannot be enforced.

Applicant Information

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

E-mail: _____ Phone: _____

I hereby certify that “No Parking” sign permit will be posted no later than 24 hours in advance of the requested time as stated above. I understand that the No Parking sign(s) cannot be enforced by the Alameda Police Department if the signs are posted less than 24 hours in advance:

Signature

Date

Print name

FOR OFFICE USE ONLY

Quantity	×	Cost per space	×	No. of days	=	Total fee
	×	\$15.00	×		=	