

**CITY OF ALAMEDA  
COMMUNITY DEVELOPMENT DEPARTMENT**

**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 purpose 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 Application**

When you apply, the following must be submitted:

1. The completed application form.
2. Two copies of a site plan (four, if a Building Permit is required) showing the location of existing structures, proposed structures, proposed signs and property lines.
3. Two copies of elevation drawings (four if a Building Permit is required) 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.
4. Details of electrical components, if applicable.
5. 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. An expedited review process is also available with additional submittal requirements; please contact the Permit Center for more information.

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.

**CITY OF ALAMEDA  
COMMUNITY DEVELOPMENT DEPARTMENT  
SIGN PERMIT SUPPLEMENTAL**

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

*Please indicate location and number of signs on the site plan. The site plan need not be to scale:*

Total Number of Existing signs on property \_\_\_\_\_ Are there other tenants? Do they have signs?

Front \_\_\_\_\_ Right Side \_\_\_\_\_ Left Side \_\_\_\_\_ Rear \_\_\_\_\_ Freestanding \_\_\_\_\_

Number of Proposed New Signs: \_\_\_\_\_

Sign #1 Information

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

Dimensions in Feet: Height \_\_\_\_\_ Width \_\_\_\_\_ Depth \_\_\_\_\_

Total area in Square Feet: \_\_\_\_\_

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

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

Sign #2 Information

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

Dimensions in Feet: Height \_\_\_\_\_ Width \_\_\_\_\_ Depth \_\_\_\_\_

Total area in Square Feet: \_\_\_\_\_

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

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

**(OFFICE USE ONLY)**

Zoning: \_\_\_\_\_ Number of Signs Allowed per tenant/ per façade \_\_\_\_\_

Allowed Signage Area: \_\_\_\_\_

### PLANNING PERMIT APPLICATION

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

Is the property subject to a Homeowners Association?  Yes  No Association Name: \_\_\_\_\_

*Please check all applicable permits.*

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> Major Design Review           | <input type="checkbox"/> Use Permit *                   | <input type="checkbox"/> General Plan Amendment |
| <input type="checkbox"/> Minor Design Review           | <input type="checkbox"/> Variance *                     | <input type="checkbox"/> Rezoning               |
| <input type="checkbox"/> HAB Certificate of Approval * | <input type="checkbox"/> Planned Development Amendment* | <input type="checkbox"/> Other:                 |
| <input type="checkbox"/> Sign Permit *                 | <input type="checkbox"/> Subdivision *                  | <input type="checkbox"/> Other:                 |
| <input type="checkbox"/> Second Unit Application*      |   |   |

\* Permit requires supplemental application.

*Please describe the application request. (Please attach additional sheets if necessary).*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*NOTE: Please read terms on reverse before proceeding.*

**Property Owner(s):** \_\_\_\_\_

Address: \_\_\_\_\_ Phone (w): \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone (h): \_\_\_\_\_  
Email: \_\_\_\_\_

**Applicant** (if different than property owner): \_\_\_\_\_

Address: \_\_\_\_\_ Phone (w): \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone (h): \_\_\_\_\_  
Email: \_\_\_\_\_

**Agent** (if different than applicant): \_\_\_\_\_

Address: \_\_\_\_\_ Phone (w): \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone (h): \_\_\_\_\_

#### To Be Completed By City Staff

Case Planner/Date: \_\_\_\_\_ Date Received: \_\_\_\_\_ APN: \_\_\_\_\_  
Over the Counter? Yes  No  Initial \_\_\_\_\_ Received By: \_\_\_\_\_ Zoning: \_\_\_\_\_  
Application #: a) \_\_\_\_\_ Amount Paid: \_\_\_\_\_ GP: \_\_\_\_\_  
b) \_\_\_\_\_ Receipt #: \_\_\_\_\_

**APPLICATION CERTIFICATION, AUTHORIZATION, AND AGREEMENT**

**PROPERTY OWNER** *(Person(s) who own(s) the property).*

I hereby certify under penalty of perjury, that I am the owner of record of the property described herein and that I consent to the action requested herein. Further, I hereby authorize City of Alameda employees and officers to enter upon the subject property, as necessary to inspect the premises and process this application.

**Property Owner's Signature X** \_\_\_\_\_ **Date** \_\_\_\_\_

**APPLICANT** *(Person seeking the permit).*

I hereby certify that I have read this application form and that to the best of my knowledge, the information in this application and all the exhibits are complete and correct. I understand that any misstatement or omission of the requested information or of any information subsequently requested may be grounds for rejecting the application, deeming the application incomplete, denying the application, suspending or revoking a permit issued on the basis of these or subsequent representations, or for the seeking of such other and further relief as may seem proper to the City of Alameda.

For applications subject to a time and materials charge, I hereby agree to pay the City of Alameda all incurred costs for staff time and materials associated with review and processing of the subject project even if the application is withdrawn or not approved. I understand that one or more deposits will be required to cover the cost noted herein at such time as required by the Planning Director to ensure there are adequate funds to cover anticipated time and materials costs. I expressly acknowledge and agree that failure to pay a written invoice for additional funds within 14 days of date of invoice shall constitute the applicant's withdrawal of the application.

**Applicant's Signature X** \_\_\_\_\_ **Date** \_\_\_\_\_

**AGENT** *(Person representing the applicant in the permit process).*

I hereby certify that I am the designated representative of the applicant during the permit process.

**Agent's Signature X** \_\_\_\_\_ **Date** \_\_\_\_\_

**Please Note**

1. *If form is not completely filled out, application will be considered incomplete.*
2. *Fees are not refundable and payment in no way guarantees approval of application.*
3. *Please make checks payable to the City of Alameda.*