



City Of Emeryville

INCORPORATED 1896

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SIGN PERMIT APPLICATION SUBMITTAL GUIDELINES FOR SIGNS IN THE PUBLIC RIGHT OF WAY Public Works Department

As of July 1, 2025 Fees: New: \$242 Renewal: \$161

Public Area Sign Regulations

(For a Sign Permit for Signs on Private Property Call the Planning Division at 596-4362)

The Purpose of Chapter 34 of Title 5 of the Emeryville Municipal Code is to “provide for the regulation of signs on public sidewalks; to provide needed information for the public while allowing for safe passage for pedestrians on public sidewalks; and to establish procedures to process review of sign permit applications for any proposed signs on public sidewalks.”

Accordingly, sign permits are required for any sign in the public right of way throughout the City. Proposed signs must comply with the standards set forth below:

Sign Regulations

Placement of Sidewalk Signs:

- (a) No sign may be permanently affixed to the sidewalk. Signs shall not be chained, bolted, or otherwise attached to any bus shelter, bench, street light, utility pole, news rack, fence, tree, shrub, or other plant. Signs on public sidewalks shall be placed so as not to damage the sidewalk.
- (b) Signs may not be placed in the roadway or in or on any median in the roadway.
- (c) Permitted signs shall only be placed on sidewalks. In no event shall signs be permitted or displayed on any other public property.
- (d) Signs must be placed on sidewalks so as to allow for a minimum for four feet (4') clear path of travel.
- (e) Signs shall not be placed on access ramps or within four feet (4') of the curb return of any wheelchair curb ramp.
- (f) Signs shall not be illuminated.
- (g) Signs shall not have balloons, pennants, flags, or streamers attached.

Size of Signs:

- (a) Signs shall be no wider than four feet (4') and no higher than 3 feet (3') per display side.
- (b) Signs shall have no more than two (2) display sides.

Hours of Display:

Signs may be displayed only from the hours of 8:00 a.m. – 6:00 p.m. daily. Signs shall be removed during non-display hours.

Number of Sidewalk Signs:

- (a) Each permit holder may display one (1) sign on a public sidewalk in front of the permit holder's business location or the closest possible location to the front of the business.
- (b) In addition, a permit holder may display one (1) additional sign at the closest corner of the intersection of a street and a Major Commercial Thoroughfare (MCT.)
- (c) No more than two (2) signs may be displayed at any one (1) corner of any MCT. Signs at a MCT corner shall be authorized by a sign permit and issued on a first-come, first-served basis. If two signs are already displayed at the closest MCT intersection corner, then the business may only display the one sign in front of the business and not the second MCT sign.

"Major Commercial Thoroughfare" shall mean the following streets in the City: Horton Street, Powell Street, Shellmound Street, Shellmound Way, Bay Street, Christie Avenue, Hollis Street, 40th Street, San Pablo Avenue, Adeline Street and Park Avenue.

Sign Permit Submittal Requirements

In addition to a ***completed sign application form and a current and valid City of Emeryville business license***, applicant is also required to submit one fully dimensional and accurate to scale (including a North arrow) copy of the following information:

- 1) Site Plan
 - Map showing location of proposed sign in front of store and property lines.
 - Map showing location of proposed sign at the closest intersection of a street and the nearest Major Commercial Thoroughfare.
 - Show minimum four foot clear path of travel on sidewalks.
 - Show that signs shall not be placed on access ramps or within four feet (4') of the curb return of any wheelchair curb ramp.
 - Photos of proposed locations showing number of signs currently displayed, distance from access ramps and curbs, and dimensions of clear path of travel
- 2) Sign Details
 - A color copy of the sign specifications and scale drawings showing the design, size, structural details including materials and framing/supports.
 - Signs must show height from grade to top and bottom of sign.
 - Dimensions of sign, total area, and number of sign faces.