

City of Albany



Sign Permits

Sign Permits Required: The City of Albany's Zoning Ordinance (Section 20.32) prohibits the installation of commercial signs without a Sign Permit (with very limited exceptions).

Staff Review: The Zoning Ordinance allows for Community Development staff to review and approve 3 types of signs: (1) Signs which entail only a change in the existing message if the size and type of sign remain unchanged; (2) Fascia signs (a sign painted on or affixed to a building face, parallel to and not extending more than 12" from the surface); and (3) In-window signs. *If you are applying for any of these types of sign, you can apply for Planning approval at the same time that you apply for any required Building Permits.*

Planning Commission Review: The Zoning Ordinance requires that all other types of signs (for example, awning signs and free-standing signs) be brought before the Planning and Zoning Commission for review and approval. *If you are applying for a sign of this type, you must obtain Planning approval before applying for any required Building Permits.*

Application Requirements for All Signs

- (1) Elevation drawing showing building front and all signs in proposed location (drawing must indicate the width and height of building frontage)
- (2) Color elevation of proposed sign (must indicate length and height of proposed sign)
- (3) *For free-standing signs only:* a scaled site plan of the entire property, showing the location of the proposed sign (recommended scale is 1' = 1/8")
- (4) For Staff Review: 2 Sets of (1) and (2), Above
For Planning Commission Review: 10 Sets of (1), (2), and (3), Above
- (5) Non-refundable Planning Application Fee of \$1,054 (Staff review) or \$2,625 (Planning Commission review)
- (6) Completed application for Building Permit (if required--see below) and accompanying structural drawings (2 sets, showing how the sign will be affixed to the surface and any electrical wiring); for Staff Review, submit along with Sign Permit materials; for signs requiring Planning Commission review, submit for Building Permit after Commission approval. **Building Permit fees are separate from Planning fees.**

When Does a Sign Also Require a Building Permit?

A Building Permit is not needed to install the following types of sign:

- (1) A sign painted directly onto the surface of the building;
- (2) A new sign painted onto an *existing* sign board, cabinet, box, or awning;
- (3) A sign installation which involves only the changing of the "face" or "lens" of an existing sign cabinet or box.

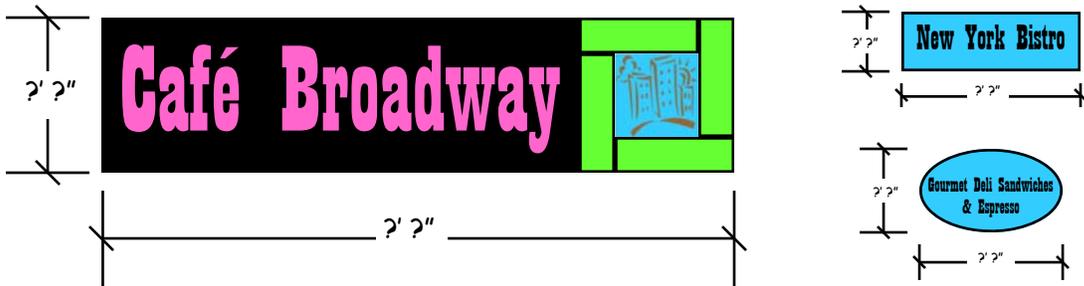
A Building Permit is needed before installing the following types of signs:

- (1) Any permanently fixed, free-standing sign (e.g., "monument" signs);
- (2) Any sign material to be affixed to a building by nails, screws, adhesives, etc.;
- (3) Any sign which includes electrical wiring as part of the installation.

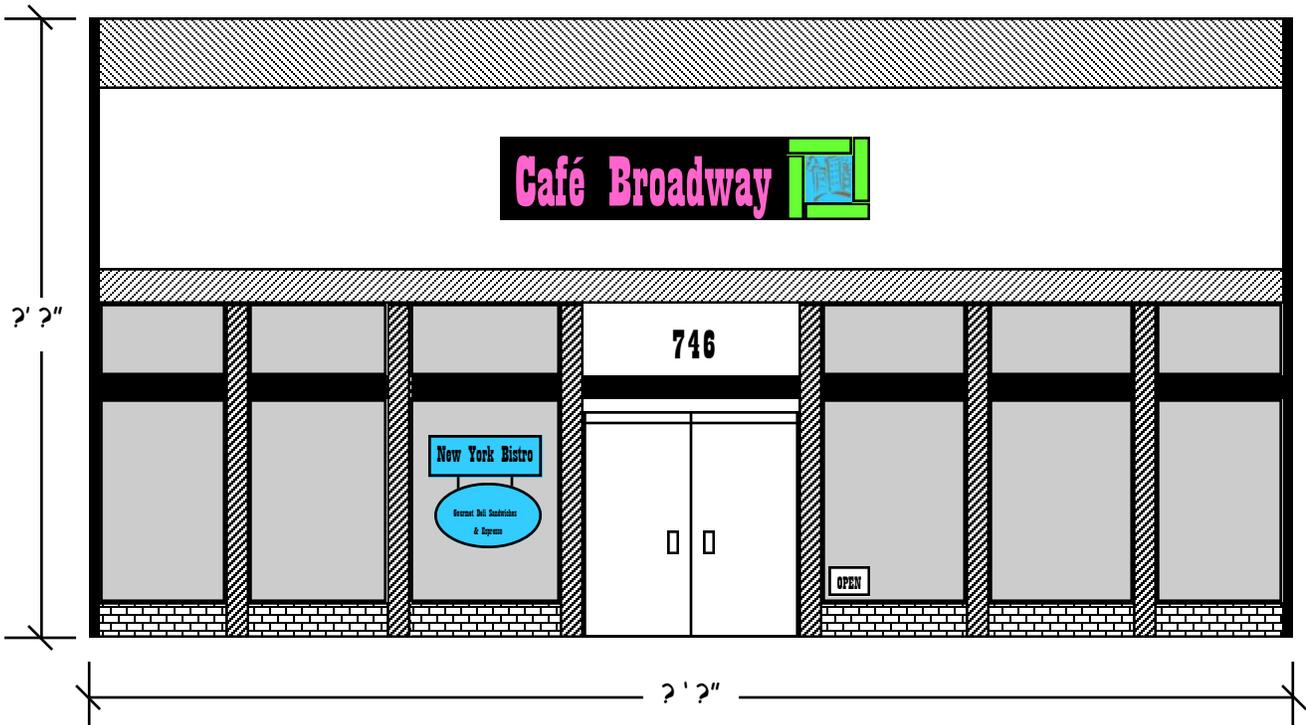
Please contact the Community Development if you have any additional questions Monday, 8:30 AM to 7:00 PM, Tuesday through Thursday 8:30 AM to 5:00 PM, and Friday 8:30 AM to 12:30 PM (closed Noon – 1 PM, Mon. – Thurs.) at 1000 San Pablo Avenue, Albany, CA 94706 (510) 528-5760.

Sign Permit Example Submittal

Sign Drawings



Building Frontage Drawing



NOTE: Sign drawings must show all existing & proposed signs & their dimensions, as well as dimensions of storefront.