CITY OF SOUTH PASADENA

Public Works Department

1414 Mission Street - South Pasadena - Ca. 91030 - (626) 403-7240

SIGNS / GOODS ON SIDEWALK PERMIT

Permit Number: _____

Permit Fee: Encroachment- Sign (initial): $75.00
Renewal : $35.00

Name of Business: _____

Site Address: _____

Owners Name: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Tele: _____ fax: _____

BEGIN: _____ (Date) **END**: _____ (Date)

Location: _____

Description: _____

_____

** For Office Use Only **

Approved or Denied (circle one) By: _____ Date: _____

Initial Inspection By: _____ Date: _____

Comments: _____

ENCROACHMENT PERMIT REQUIREMENTS

The following regulations apply to sidewalk signs and displays of goods on sidewalks:

SIDEWALK SIGNS

1.) The size of the sign must not exceed 2'-6" wide by 4'-0" in height, except for businesses that front Fair Oaks Avenue and Huntington Drive in which case the sign may not exceed 2'-6" wide by 5'-0" high,
2.) The sign must not obstruct the required 4-foot ADA sidewalk clearance,
3.) The sign must be placed within the business' street frontage and must not interfere with a motorists visibility at intersections,
4.) The sign must be placed so it does not interfere with people entering or exiting parked vehicles,
5.) The sign must be maintained in good condition,
6.) The sign must be stabilized to withstand wind gusts or must be removed during windy conditions,
7.) The sign shall be removed from the sidewalk at the close of business each day,
8.) All signs are to be approved by the City's Design Review Board prior to issuance of a permit,
9.) Valid proof of General Liability Insurance must be submitted with the application, the City of South Pasadena shall be named as the additional insured on the policy.

OUTDOOR DISPLAYS OF GOODS ON SIDEWALK

1.) Outdoor displays are limited to the area immediately along the store frontage,
2.) Displays can extend up to 5 feet from the store front, provided a minimum 4 foot walkway clearance is maintained in compliance with ADA requirements,
3.) Display items are limited to merchandise sold by the business or decorative items which are related to the business,
4.) Outdoor displays must be placed so as not to block store entrances or impede pedestrian flow,
5.) Outdoor displays must be maintained in a clean, neat and attractive condition,
6.) Outdoor displays shall be portable and removed from the sidewalk at the close of each business day,
7.) All sales transactions must occur inside the building to which the outdoor display is appurtenant,
8.) Valid proof of General Liability Insurance must be submitted with the application, the City of South Pasadena shall be named as the additional insured on the policy.

Name: _____ Signature: _____

Date: _____