



# 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): \$105.00  
Renewal: \$94.00

Name of Business: \_\_\_\_\_

Site Address: \_\_\_\_\_

Owners Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Tele: \_\_\_\_\_ fax: \_\_\_\_\_

<b>BEGIN:</b> _____ (Date)	<b>END:</b> _____ (Date)
<b>Location:</b> _____	
<b>Description:</b> _____ _____	

<b>** For Office Use Only **</b>	
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: \_\_\_\_\_