



**Economic and Community  
Development Department**  
34009 Alvarado-Niles Road  
Union City, California 94587  
Phone No. (510) 675-5319  
FAX No. (510) 475-7318

## TEMPORARY COMMERCIAL SIGNS

### TEMPORARY BANNERS

Banners that advertise a promotional sale or a grand opening require approval by the Planning Division prior to display.

Review by the Planning Division requires submittal of:

- This page with the bottom portion filled out
- Four copies of a plan that includes: banner design, dimensions, and location
- Payment of applicable plan check fee

Banners shall comply with the following requirements:

- Maximum display period of 14 calendar days
- Up to four displays per year
- Only one banner per tenant space
- Must be located on the main frontage of the building or tenant space
- Maximum sign area of 60 square feet
- Shall not exceed the length of the building or tenant space
- Shall not block ingress or egress to any business entrances

### PROHIBITED SIGNS

The following signs are prohibited:

- Portable commercial signs (sandwich boards, "A" frames, inflatable signs, etc.)
- Pennants and any other wind sign
- Moving signs, animated signs, flashing signs, changeable copy signs, or any other signs with flashing light
- Signs in the public right-of-way

For a complete list of prohibited signs, see Municipal Code Section 18.30.050.

*Contact the Planning Division at (510) 675-5319 with any questions regarding sign regulations or procedures.*

### Applicant Information

Name: \_\_\_\_\_ Address: \_\_\_\_\_  
Phone Number: \_\_\_\_\_ \_\_\_\_\_  
\_\_\_\_\_

### Sign Information

Dimensions: \_\_\_\_\_ Site Address: \_\_\_\_\_  
Area (sq ft): \_\_\_\_\_ \_\_\_\_\_  
Installation Date: \_\_\_\_\_ \_\_\_\_\_