



City of Union City – Economic and Community Development Department  
**Building Division**  
34009 Alvarado-Niles Road  
Union City, CA 94587  
(510) 675-5313  
Fax (510) 475-7318

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## ON-SITE REAL ESTATE SIGNS

**PERMIT REQUIRED:** The City of Union City requires that all On-Site Real Estate Signs apply for a building permit. The following is required for the City of Union City's Building Division to issue a permit for the On-Site Real Estate Sign:

### **CRITERIA FOR NON-RESIDENTIAL PROJECTS:**

1. **Size** – A maximum of thirty-two (32) square feet in area shall be permitted;
2. **Number** – One (1) such sign shall be permitted per street frontage. However, if street frontage length exceeds four hundred (400) feet, then two (2) such signs may be permitted on that frontage;
3. **Location** – Signs shall be placed on-site to face a public or private street but shall not be placed where they interfere with vehicular sight distance;
4. **Illumination** – Signs shall be naturally illuminated only; and
5. **Display Period** – Signs shall be removed immediately following the sale or lease of the lot(s), building(s), or premise(s) advertised but not later than sixty (60) calendar days after first installed. This time period may be extended one time – contact Building Division to request extension. Such signs shall be limited to one display period per calendar year.

### **PERMIT PROCESS:**

1. **Complete a Building Permit Application** – Job Address, Applicant Information and Description of Work shall be completed.
2. **Submit 3 Copies of a Plot Plan** - Show the outlines of the Assessor's Tax Parcel and the locations of all existing buildings. Display the location of the sign in comparison to the public right of way and private property lines. Aerial photos in lieu of plot plans will be accepted as long as they clearly show sign location.
3. **Submit 3 Copies of the Architectural Details** - Provide a picture of the sign, displaying dimensions of the sign.

**PLAN CHECK PROCESS:** Plan check may be completed over-the-counter. There are times when a City Planner is not available and the plans shall be submitted to the Building Division.

**Permits are valid for 60 days after the Date of Issuance.** One renewal is available per calendar year; applicant shall call (510) 675-5313 prior to the date of expiration to request the renewal.

**FEE:** \$181.00 payable to the City of Union City.