

**Public Works
Engineering**

Application Guidelines

TEMPORARY NO PARKING SIGNS

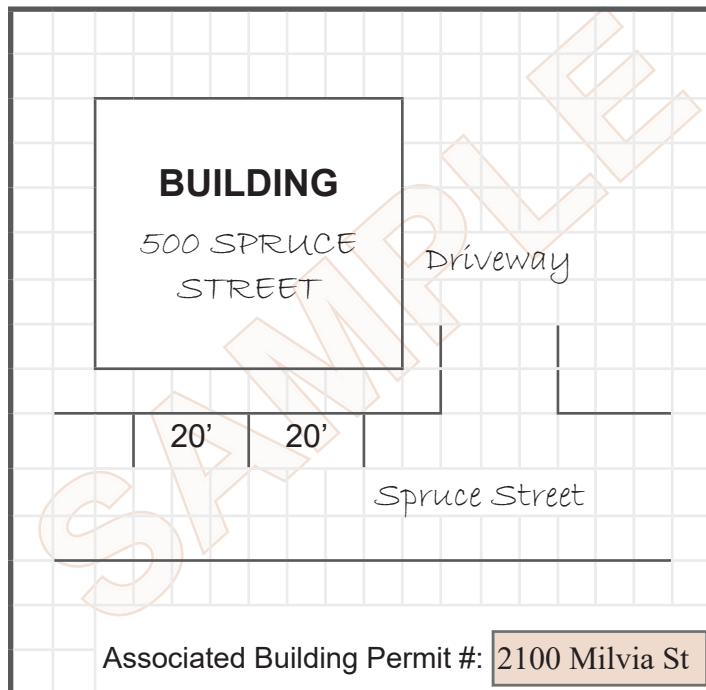
AUTHORIZED CURB CLEARANCES:

- House move or heavy equipment move.
- Loading or unloading of construction materials during construction under an active building permit.
- Access to property for construction and/or demolition.
- Temporary use of curb area other than parking.
- Moving Vans

SUBMITTAL REQUIREMENTS

- Permit Application and Declarations (Contractors Only)
- Schematic (Page 2 of Application, sample below)

SAMPLE SCHEMATIC



ENFORCEMENT PROCEDURES

- Printed permit, plans and attachments must be on-site for towing enforcement.
- Call (510) 981-5900 (Berkeley Police Non-Emergency) to tow vehicles parked in permitted spaces.

RESTRICTIONS AND LIMITATIONS

- Only parking spaces contiguous to the property for which the permit is requested will be approved normally. Parking spaces in front of neighboring property may be granted after the applicant has contacted the neighbors in a manner acceptable to the City.
- Temporary No Parking permits are issued only for the spaces indicated in the application. Only one (1) Cab Card will be issued per space.
- Standard meter fees will apply at all metered spaces and time restricted zones.
- Temporary No Parking permits do not include Saturdays, Sundays, or city holidays unless approved by Public Works Engineering.
- No Parking signs must be posted at least 72 hours in advance of parking restrictions.
- Permits do not override street sweeping restrictions.
- Temporary No Parking times may be subject to Preferential Parking Permit restrictions.
- **Temporary No Parking permits will not be issued for parking convenience.**

PUBLIC WORKS REQUIREMENTS

- A **Temporary Right-Of-Way Use Permit** and approval from a Public Works Traffic Engineer is required for extensive use of the public right-of-way, including staging or storage of materials.
- Approval from the City of Berkeley's Traffic Engineer is required for the following No Parking requests:
 1. Posted restricted parking zones
 2. Blue, white and red curb zones
 3. Tow Away and No Parking zones
 4. Bus and Taxi zones
 5. All driveways



**City of Berkeley
Permit Service Center
MOUNTING METHODS FOR “NO PARKING” SIGNS**

LONG TERM All “No Parking” Signs Must Be Posted 72 Hours Before ANY Work

1. GLUE THE CARDBOARD “NO PARKING” SIGN TO PLYWOOD/EQUIVALENT.
2. PLACE AT FRONT OF PARKING SPACE, APPROXIMATELY 4’ HIGH.
3. USE A STAPLE GUN TO STAPLE THE SIGN TO PLYWOOD, AVOIDING ALL NUMBERS AND LETTERS.
4. PROTECT SIGN FROM WEATHER DAMAGE BY COVERING SIGN AND PLYWOOD WITH A SHEET OF PLASTIC.
5. PROTECT FROM VANDALISM WITH CHICKEN WIRE.
6. USE U-BOLTS TO ATTACH THE SIGN TO METER POLE. PLACE THE SIGN AT THE TOP OF THE METER POLE JUST UNDER THE METER HEAD.

SHORT TERM All “No Parking” Signs Must Be Posted 72 Hours Before ANY Work

1. REINFORCE SIGN WITH STRAPPING OR DUCT TAPE BY COVERING THE EDGES OF THE BACK OF THE SIGN. FOR ADDITIONAL SUPPORT, COVER THE BACK COMPLETELY WITH TAPE.

NOTES

- **Do not** use tape to affix signs to parking meter posts.
- **Do not** use staples, nails or screws to affix signs to trees or telephone poles.
- **Do not** photocopy cab cards.
- **Do not** place new signs over old signs.
- **Do not** make copies of No Parking signs. Only originals issued will be recognized and honored by the Police authority.
 - Please destroy signs when disposing of them.
- Call Berkeley Police Non-Emergency to have cars towed: 981-5900
- No Parking Signs should face the reserved parking space.



A-Frame barricade with “No Parking” sign is placed at the front of 20’ curb space. If there is an open curb immediately behind reserved space, place a barricade at the end of the 20’ space to define.

_____ (reserved parking space)

CITY OF BERKELEY PERMIT SERVICE CENTER MOUNTING METHODS FOR NO PARKING SIGNS	DESIGN BY: KRM	DATE: 02/12/2015
	DRAWN BY: KRM	
	CHECKED BY: DCA	FILE: G:\PERMITCE\FORMS

Example of incorrect Schematic Drawing



Not Recognized / Not Approved No Parking Signs Postings

