



CITY OF GLENDALE

Sign Posting Requirements FOR PROPOSED CONSTRUCTION OUTSIDE OF NORMAL PERMITTED HOURS

The property shall be posted with a sign prior to notification to residents.
At the time application is made, the applicant must submit photographic evidence of
sign posting clearly showing, lettering and sign location.

THE SIGN SHALL CONFORM TO THE FOLLOWING REQUIREMENTS:

- 1 **SIZE** Minimum of four (4) square feet in sign area (generally two feet by two feet).
- 2 **LOCATIONS** Not less than 1 foot or more than 10 feet Inside the property line in an area most visible to the public.

** Signs may be attached to a construction fence.
- 3 **ILLUMINATIONS** The sign shall not be illuminated.
- 4 **QUANTITIES** One sign shall be displayed per street frontage.
- 5 **CONTENTS** For example, the sign shall contain the following information:

PROJECT ADDRESS:	633 E BROADWAY
PERMIT NUMBER:	BCOMM-00000-2024
TITLE:	NOTICE OF PROPOSED AFTER-HOURS PERMIT
DESCRIPTION:	Use of crane on Glendale Ave to install Curtain Walls
DATE:	Tuesday, December 3,2024 through Thursday, January 2,2025
TIME:	6 am to 8 am
NAME OF PERMIT HOLDER:	Joe Crane, XYZ Contractors
PHONE NUMBER:	818-555-5555
EMAIL ADDRESS:	Contractor@gmail.com
CITY CONTACT:	For comments, please call Building and Safety at (818) 548 - 3200

- 6 The sign shall remain in place throughout the duration of the City's approval process.
- 7 If the permit is approved, the applicant shall update the sign by removing the word "PROPOSED" from the title and change any information related to the approved construction hours and activity description as approved by the City.
- 8 The sign shall remain in place until completion of approved after hours work.
- 9 The sign shall be removed promptly after completion of the approved after-hours work.
- 10 Failure to post, update, or remove the sign may result in an order to stop all work at the site.

The applicant shall sign and submit to the City
an after-hours permit application containing an affidavit verifying that the sign was posted on the site.
Failure to submit the photograph and signed affidavit shall prevent issuance of the permit.