

City of Sacramento  
Parking Services Division  
Temporary “Tow Away No Parking” Posting Guidelines

---

**Posting “Tow Away No Parking” Signs/Barricades after permit approval**

When a Meter and Parking Space Reservation Application is approved and a permit number is issued, applicants may post their own signs by utilizing approved templates and following the instructions provided herein.

The following is a list of local vendors for traffic control and posting equipment. This is not a comprehensive list, and the City of Sacramento does not assume responsibility for the accuracy of the information provided, nor does the City of Sacramento expressly endorse any of the following companies:

**Capitol Barricade Safety and Signs**

Address: 6001 Elvas Avenue, Sacramento, CA 95819  
Phone: (916) 451-5176

**National Trench Safety**

Address: 8585 Thys Court, Sacramento, CA 95828  
Phone: (916) 387-9733

**Road Tech Safety Services Incorporated**

Address: 9110 Union Park Way, Suite 100, Elk Grove, CA 95624  
Phone: (866) 762-3832 or (916) 714-1466

**Statewide Safety and Signs**

Address: 7920 Cucamonga Avenue, Sacramento, CA 95826  
Phone: (916) 452-4855

## **Verify the Temporary No Parking Zone has been properly established**

The permit holder must verify that the “No Parking” postings are in place and properly marked at least 72 hours in advance of the event start date, including set-up.

It is highly recommended that you verify that all No Parking signs remain placed in their correct location(s) every 24 hours from the time of initial placement of the signage, and a minimum of twelve hours prior to your event start time.

The 72-hour notice requirement allows vehicles parked in the space ample opportunity to move prior to the event or project start date. This notification also prevents other vehicles from parking in the space on the event or project start date.

The times and dates of the temporary no parking zone must be clearly posted on the signs. Please use templates provided by City to create signage.

Failure to comply with these requirements will result in the temporary no parking zone being unenforceable.

**To verify the posting has been completed accurately, photographic evidence must be submitted to [MeterCSR@cityofsacramento.org](mailto:MeterCSR@cityofsacramento.org) 72 hours prior to the event start date. Please enter the permit number in the subject line of the email.** The City of Sacramento maintains sole discretion to modify these requirements based on an evaluation of unique circumstances associated with construction activity, special events, or for ongoing events such as a weekly Farmer’s Market.

If a temporary no parking zone has been verified, and on the start date of the reservation there are vehicles parked in the reserved spaces, you may contact the City of Sacramento Call Center at 3-1-1 (916-264-5011 from outside city limits) and request that Parking Enforcement be dispatched to your location. Sacramento City 3-1-1 agents are available 24 hours a day, 7 days a week. However, Parking Enforcement dispatch is limited to specific hours of operation.

If Parking Enforcement verifies that a vehicle is parked in violation of the posted signage, a citation will be issued. **Parking Services does not tow vehicles.** Only a representative of the Sacramento Police Department can authorize the towing of a vehicle from the public right-of-way. Please note that you may be asked to provide evidence that “Tow Away No Parking” signs were posted 72 hours prior to the reservation effective date. If signs were not posted 72 hours in advance, vehicles parked in the reserved spaces cannot be towed as sufficient notice was not given to prohibit parking.

## **POSTING GUIDELINES**

- Standard red and white “Tow Away No Parking” signs should be a minimum of 12” Wx18” H.
- A single sign must be used to reserve each individual metered parking space, and every 25’ for unmetered spaces. Where visual obstructions are present more signage may be necessary.
- Signs must be secured to the existing meter pole using plastic zip-ties for metered spaces.
- In unmetered areas signs must be secured to A-frame construction barricades.
- Signs must face oncoming traffic.

- If a parking space has existing restricted parking signage, double signs are allowed if they are legible.
- Signs must include the Sacramento Police Department’s current non-emergency phone number for towed vehicles.
- It is the applicant’s responsibility to ensure signs are removed within 24 hours of the event’s conclusion.
- Missing, collapsed, improperly placed or damaged signs may prevent the temporary no parking zone from being enforced.
- Barricades cannot block access to the sidewalk or the parking lane.

# POSITION OF POSTING GUIDELINES – EXAMPLES



# SIGNAGE GUIDELINES

Example of improper signage:



Example of proper signage:



Event Type:  
"Special Event"  
or  
"Construction"

# SPECIAL EVENT

Time/Date

## 7:00 a.m. – 3:30 p.m.

## 1/1/15 – 1/2/15

Company

### Old Sacramento Business Assn.

Permit No.

### Permit #2355807

Issued By

City of Sacramento – Parking Services Division