

COMMERCIAL PROPERTY GUIDELINES

PROPERTY MAINTENANCE

Maintaining a property free of graffiti, trash, spills, and having well-kept landscaping benefits the property and community. Property management and tenants please maintain a clean property free of the following:

- Graffiti
- Trash
- Illegal dumping - call Athens at 1 (888) 336-6100 for special pick-ups for a fee.
- Maintain landscaping – Plant vegetation and maintain it in a clean and trimmed manner and not just dirt.
- Do not spill food waste, oils, or grease. Maintain in a proper container and use sand or kitty litter immediately to clean the spill.
- Do not wash the property with water or chemicals into the street or sidewalk. Cleaning must remain on the property. No runoff from the property onto to the public right of way is allowed.
- Contact us before you schedule tree trimming or removal. It is illegal to trim/cut trees in the parkway.
- Make sure each business has a City of San Gabriel Business License.
- If you plan on remodelling or doing a tenant improvement (TI), please contact our Building Department (626) 308-2806.



BUSINESS SIGNAGE

There are specific zoning requirements to commercial signage allowed. Please contact the Planning Division with any specific questions at (626) 308-2806.

- Banners require a permit and can only have one per business.
- A-frame (sidewalk signs) are prohibited on public sidewalks and areas.
- Only a maximum of 25% of window surface can have signs. Counts towards total signage.
- Any new permanent signs need a permit and approval from Planning.
- The following are prohibited: wind signs, temporary/cloth, off-premises signs, vehicle mounted, animated, and gas filled/neon signs.
- No merchandise or displays on the public right of way.

