



# City of Tukwila

Department of Community Development  
6300 Southcenter Boulevard, Suite 100  
Tukwila, Washington 98188  
(206) 431-3670

PERMIT NO. \_\_\_\_\_

DATE: \_\_\_\_\_

## TEMPORARY AND SPECIAL EVENT SIGN PERMIT APPLICATION

*Please print*

Business Name/Applicant \_\_\_\_\_ Address of Sign \_\_\_\_\_

Contact \_\_\_\_\_ Address, City, State, Zip \_\_\_\_\_ Phone \_\_\_\_\_

### CHECKLIST AND SIGN DESCRIPTION

#### Required Application Materials

- |  |   |
|--|---|
| <input type="checkbox"/> Application fee, see land use fee schedule. | <input type="checkbox"/> Drawing of sign(s) showing dimensions and text |
| <input type="checkbox"/> Drawing of site showing sign(s) location    | <input type="checkbox"/> Building elevation if sign is on a wall        |

#### Temporary Signs (Banners or Rigid)

- New     Renewal

**Number of previous renewals:** \_\_\_\_\_  
*Businesses are permitted to display temporary signage up to 30 days per calendar quarter. A separate permit is required for each separate display of signage within the quarter.*

**Total number of temporary signs to be displayed:** \_\_\_\_\_  
*Each business, institutional, or multi-family complex may have up to 2 temporary signs at one time; total size of both signs must be less than 64 square feet.*

**Number of temporary sign permits issued to this business within this calendar quarter:** \_\_\_\_\_

**Type of Construction:**

- Cloth banner
- Single-face rigid material
- Multi-face rigid material

**Temporary sign size:** \_\_\_\_\_ square feet per side

**Date display to start:** \_\_\_\_\_

**Date Signs will be removed:** \_\_\_\_\_

*\*Temporary signs may be displayed for up to 30 days. Sign must be removed by the end of that period.*

**Message on Banner(s):** \_\_\_\_\_

#### Special Event Signage

Each business is permitted one special event permit every 24 months. Multi-Family and institutional uses in residential zones may have a special event permit issued up to 12 times per year.

The following types of signage are only permitted under a special event signage permit. Mark ALL that apply to your permit:

- Banners permitted as outlined under the "Temporary Sign Section of this application
- Strings of Pennants
- Streamers
- Searchlights
- Clusters of Flags
- Wind-animated objects
- Balloons
- Other similar devices

**Duration:** For businesses, the permit is good for 30 days. For multi-family and institutional uses, the permit is good for up to 72 hours.

**Display date start:** \_\_\_\_\_

**Display date expiration/end:** \_\_\_\_\_

**Date of last Special Event Signage permit:** \_\_\_\_\_



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# TEMPORARY AND SPECIAL EVENT SIGNS

## SIGN CODE GUIDE

A temporary sign, such as a banner, is a sign erected for a limited time to advertise special business, real estate or other events. All uses within the City are permitted one temporary sign per quarter to be displayed up to 30 days. Typically, the City will issue a temporary sign permit over the Counter at the time the application is made.

Special event signage, such as banners, balloons, or search lights, are typically used for grand openings and other special events taking place at a business, school, or office. Each business is permitted one special event sign permit every 24-months. Multi-family uses and institutional uses in residential zones are permitted up to 12 special event sign permits per year.

Use	Type of Sign	Maximum Sign Area	Maximum # of Signs	Other Standards
<b>Regular Temporary Signs</b>	Cloth, vinyl, rigid plastic or cardboard.	64 sq. ft. if 1 Banner 32 sq. ft. if 2 Banners	Total of 2 per business at any time.	Both can be displayed for up to 30 days once per calendar quarter.
<b>Special Event Permit Signs</b>	Searchlights, Balloons, Pennants and Carnival-style displays	Banners cannot exceed 32 square feet in area. No size limit on balloons, wind animated devices, or pennants.	No limit	Each business may have one special event sign permit every 24 months, each good for 30 days.  Multi-Family and institutional uses in residential zones may have 12 special event sign permits every year, each good for 72 hours.
<b>Temporary Window Signs</b>	Cloth, vinyl, rigid plastic or cardboard.	6 sq. ft. each	Up to 15% of ground floor transparent windows	No permit required. Windows must look into an area open to the public on the same building face as a public entrance.
<b>Holiday Decorations</b>	Decorations	No Limit	No Limit	No permit required if located entirely on Private Property.

I HEREBY CERTIFY that the above information furnished by me is true and that the applicable requirements of the City of Tukwila will be met. I understand that providing incorrect information is cause for the City to deny the permit or, if the permit has been issued, revoke the issuance of the permit.

\_\_\_\_\_  
**Date** (Signature of owner or authorized agent) **Phone**

### FOR OFFICE USE ONLY

Planning \_\_\_\_\_ Reviewed by: \_\_\_\_\_ Date: \_\_\_\_\_

Denied  
 Issued  
 Issued with conditions

Comments or Conditions: \_\_\_\_\_  
 Permit expiration date: \_\_\_\_\_