



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 _____ Phone _____

Contact _____ Address, City, State, Zip _____ Phone _____

CHECKLIST AND SIGN DESCRIPTION

Check each item when completed

Required Application Materials

- Application fee, see land use fee schedule.
- 2 Sets of the Following Drawings:**
- Drawing of sign(s) showing dimensions and text
- Drawing of site showing sign(s) location
- 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:

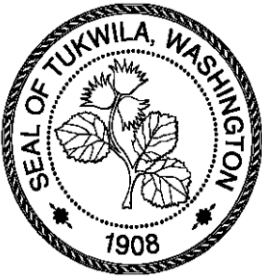
- Banners permitted as outlined under the "Temporary Sign Section of this application
- Strings of Pennants
- Streamers
- Searchlights
- Clusters of Flags
- Wind-animated objects
- Balloons
- Other similar devices

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.

Date of the last special event signage permit issued: _____

Display Start date _____ **End date** _____



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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
Regular Temporary Signs	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.
Special Event Permit Signs	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.
Temporary Window Signs	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.
Holiday Decorations	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: _____