



CITY OF TUKWILA

Department of Community Development
 6300 Southcenter Boulevard, Tukwila, WA 98188
 Telephone: (206) 431-3670

PERMANENT SIGNS
 Type of Permit: **SIGN**
 Subtype: **TEMPORARY**

The materials listed below must be submitted at the time of your application. This is for both TEMPORARY or SPECIAL EVENT TEMPORARY SIGNAGE.

TEMPORARY: Businesses are permitted to display temporary signage up to 30 days per calendar quarter. Each business, institution or multi-family complex may have up to 2 temporary signs at one time. If two sides of one sign are visible, both sides count toward sign area. The combined signs must not exceed 64 square feet. These are the allowable sign types:

- Cloth banner
- Single- or Multi- faced rigid material

NOTE: Holiday decorations and temporary window coverings do not require a permit. Window covering may not more than 6sf nor 15% of all ground floor transparent windows and may present up to 30 days per calendar quarter.

SPECIAL EVENT SIGNS: Each business is permitted one Special Event permit every 24 months and is permitted up to 30 days. Multi-Family and institutional uses in residential zones may have a Special Event permit issued up to 12 times per year and can be displayed up to 72 hours. These are the allowable sign types:

- Cloth banner
- Single- or Multi- faced rigid material
- Strings of Pennants
- Streamers
- Searchlights
- Clusters of Flags
- Wind-animated Objects
- Balloons

Please ensure your files conform to **City of Tukwila's [electronic submittal standards](#)** prior to upload.

✓	ATTACHMENTS REQUIRED	NAMING CONVENTION
	DOCUMENTS	
	Washington State Department of Labor and Industries valid contractor's license or owner affidavit.	Contractor's license or Owner's Affidavit
	Current City of Tukwila business license	Business license
	PLANS	



CITY OF TUKWILA
 Department of Community Development
 6300 Southcenter Boulevard, Tukwila, WA 98188
 Telephone: (206) 431-3670

PERMANENT SIGNS
 Type of Permit: **SIGN**
 Subtype: **TEMPORARY**

	<p>Site plan:</p> <ul style="list-style-type: none"> • Property lines • Setbacks from property lines • Length of street frontage • Arrows showing location of all existing and proposed signs on site (label each sign alphabetically) • Location of all public entrances • Labeled streets 	Site Plan
	<p>Building Mounted Elevation View, if applicable (</p> <ul style="list-style-type: none"> • Dimensions of building and calculations of exposed building face (total length x total height of tenant space). • Dimensioned depiction of where the sign will be displayed. • Detail showing how the sign will be secured. 	Building Elevation View
	<p>Drawing of the sign(s)</p> <ul style="list-style-type: none"> • Dimensions and calculations of total sign area (include both sides if they will both be utilized) • Sign materials, color, and design • 	Sign View

GENERAL INFORMATION

The issuance of some signage within the City may require a permit from the Washington State Department of Transportation (WSDOT). It is the applicant’s responsibility to obtain all required permits from the appropriate government agency. For information on permits that may be required from **WSDOT call (360) 705-7296**.

The issuance of a sign permit shall not be construed to be a permit for, or an approval of, any violation of any of the provisions of the Tukwila Municipal Code (TMC) or of any other ordinance of the City. Permits presuming to give authority to violate or cancel the provisions of the TMC or other ordinances of the City shall not be valid. The issuance of a permit based on construction documents and other data shall not prevent the Director of Community Development from requiring correction of errors in the construction documents and other data (TMC 19.12.020 (C)). Pursuant to TMC 19.12.150, sign permits shall be valid for stated dates upon issuance.

INSPECTIONS

No inspection will be scheduled. Code Enforcement Officers will drive by at the end of the specified time to ensure the signage is removed.