



City of Tukwila

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

DATE: _____

TEMPORARY AND SPECIAL EVENT SIGN PERMIT APPLICATION

Please Print Requested Information:

Business Name _____

Address of Sign _____

Contact for this Application _____

Address, City, State, Zip _____

Phone Number _____

Email Address of Contact: _____

CHECKLIST AND SIGN DESCRIPTION

Required Application Materials for both Temporary or Special Event Temporary Signage

- Application fee (See land use fee schedule)
- 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, Sails)

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.

Number of temporary sign permits issued to this business within this calendar quarter: _____

Each business, institutional, or multi-family complex may have **up to 2 temporary signs** at one time; **total size of both signs must not exceed 64 square feet.**

TOTAL NUMBER OF SIGNS TO BE DISPLAYED: _____
(No more than 2 are allowed)

Type of Construction:

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

Size of Temporary Sign in **Square FT:** _____

Is sign single faced or double faced? _____

Message on Banner(s): _____

* Temporary signs may be displayed for up to 30 days.

Start Date: _____ End Date: _____

Special Event Temporary Signage

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

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: _____

Size of Temporary Sign in FT: _____

Message on Banners(s): _____

Start Date: _____ End Date: _____

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 Permit 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.

SIGNS ARE ALLOWED FOR 30 DAYS ONLY AND MUST FOLLOW GUIDELINES ON FRONT PAGE

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	<i>Searchlights, Balloons, Pennants and Carnival-style displays</i>	<i>Banners cannot exceed 32 square feet in area. No size limit on balloons, wind animated devices, or pennants.</i>	<i>No limit</i>	<i>Each business may have one Special Event sign permit every 24 months, each good for 30 days.</i> <i>Multi-Family and institutional uses in residential zones may have 12 special event sign permits every year, each good for 72 hours.</i>
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	<i>Decorations</i>	<i>No Limit</i>	<i>No Limit</i>	<i>No permit required if located entirely on Private Property.</i>

- **PER TUKWILA CITY CODE, NO "A" FRAME OR "SANDWICH BOARD" TYPE SIGNS ARE ALLOWED WITHIN CITY LIMITS**
- **THESE UNAUTHORIZED SIGNS MAY BE PICKED UP AND REMOVED BY CITY CODE ENFORCEMENT OR CITY PUBLIC WORKS**
- **THERE IS A \$50.00 FEE FOR RETURN OF THE SIGN**

- *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*

Signature of Owner of Authorized Agent: _____

Date: _____