CITY OF Federal Way
253-835-2607 ♦ fax: 253-835-2609
www.cityoffederalway.com

TEMPORARY
SIGN PERMIT APPLICATION

____ ____ - ____ ____ ____ ____ _____ ____- ____ ____

BUSINESS/ORGANIZATION NAME: _____

LOCATION OF SIGN _____ ☐ **MULTIPLE LOCATIONS**

INSTALLATION DATE: _____ **DATE OF REMOVAL:** _____ **DATE OF EVENT :** _____

DESCRIPTION OF PROPOSED SIGNAGE: _____

_____

REASON FOR SIGNAGE (MARK ONE):

☐ **CIVIC/COMMUNITY SERVICE EVENT:**
An event or gathering sponsored by a nonprofit organization which is not primarily for the purpose of selling or promoting merchandise or services. Signage may include:
- ☑ On site, wall-mounted banners up to 32 square feet
- ☑ On site inflatable advertising devices, beacons and searchlights
- ☑ On and off site temporary portable signs up to 6 square feet per sign face. Off site signs must be placed on private property, **not within the public right of way** (see attached information sheet for determining right of way)
- ☑ Signs may be in place for up to 30 days prior to, and must be removed within 5 days following, the event

☐ **SPECIAL SALE/PROMOTION:**
Promotion of a price reduction or incentive based offer for a product or service, for a specified time period.
- ☑ On site, wall-mounted banners up to 32 square feet
- ☑ Only in non-residential zoning districts
- ☑ Maximum of 90 days per calendar year
- ☑ Maximum of (4) events

☐ **GRAND OPENING:**
Promotional event for a newly established business, not including change of ownership or remodel.
- ☑ On site, wall-mounted banners up to 32 square feet
- ☑ On site temporary portable signs, inflatable advertising devices, beacons and searchlights
- ☑ Must occur within 60 days of occupancy
- ☑ Maximum of 30 calendar days of signage

☐ **OTHER**_____
Please Describe

APPLICANT	**BUSINESS OR ORGANIZATION**			**PRIMARY PHONE** ( ) -
	CONTACT NAME			**ALTERNATE PHONE** ( ) -
	MAILING ADDRESS			**FAX** ( ) -
	CITY	**STATE**	**ZIP**	**E-MAIL ADDRESS**

I certify, under penalty of perjury, that the information furnished by me is true and correct to the best of my knowledge, and further, that I am authorized by the owner of the above premises to perform the work for which the permit application is made.

_____ _____
Signature **Date**