



City of Covington  
 Community Development Department  
 16720 SE 271st Street • Suite 100 • Covington, WA 98042  
 Phone: (253) 480-2400 • www.covingtonwa.gov  
 For appointments: PermitServices@covingtonwa.gov or call (253) 480-2400, ext. 0.

## TEMPORARY SIGN PERMIT APPLICATION

BUSINESS NAME: _____ PROJECT ADDRESS: _____ PARCEL NUMBER: _____	<b>FOR STAFF USE ONLY</b> Permit Number: _____ Application Date: _____
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### CONTACT INFORMATION

<b>PRIMARY CONTACT PERSON</b> <span style="float: right;"><input type="checkbox"/> Check if Applicant</span> Name: _____ Address: _____ City/State/Zip: _____ Phone: _____ E-mail: _____	<b>PROPERTY OWNER</b> <span style="float: right;"><input type="checkbox"/> Check if Applicant</span> Name: _____ Address: _____ City/State/Zip: _____ Phone: _____ E-mail: _____
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**TYPE OF SIGN: (Please check one option)**

Banner sign on commercial property *(See section below to enter specific information)*

Temporary commercial lawn & portable signs on public right-of-way. # of signs: \_\_\_\_ (6 maximum)  
*(See page 2 for specific requirements)*  
*(Temporary noncommercial signs in public right-of-way do not require a permit)*

### TEMPORARY BANNERS SIGNS ON COMMERCIAL PROPERTIES

- One temporary banner sign is allowed per tenant space on the property.
- The property owner (or landlord), if not also a tenant, may be allowed one temporary banner sign.
- The maximum size of a banner shall be 32 square feet.
- A banner shall be attached to the face of the building and may not extend above the roofline.
- Each tenant space, or the property owner, shall be allowed to display a temporary banner for no more than a total of 120 days in a calendar year.

Sign for tenant space      Sign area (sq. ft.): \_\_\_\_\_ Start date: \_\_\_\_\_ End date: \_\_\_\_\_

Sign for property owner      Sign area (sq. ft.): \_\_\_\_\_ Start date: \_\_\_\_\_ End date: \_\_\_\_\_

Submittal checklist:

Provide two (2) copies of site plan showing the location of banner.

Sign permit fee per current Fee Resolution.

(Continued on back)

# TEMPORARY SIGN PERMIT APPLICATION (CONTINUED)

## TEMPORARY COMMERCIAL LAWN & PORTABLE SIGNS ON PUBLIC RIGHT-OF-WAY

Temporary commercial signs may be placed in public right-of-way if they meet all the following regulations:

- Be limited in quantity to no more than six signs per open house, business, or event at any time;
- Be limited for display from sunrise to sunset and only when an owner, agent, or employee is on-site and the open house, business, or event location is open to the public;
- Be allowed to be displayed up to seven days per week;
- Require a temporary sign permit. The temporary sign permit for temporary commercial signs displayed in public ROW shall be valid for 365 days from the date of sign issuance;
- Only temporary lawn and portable signs are allowed;
  - “Lawn sign” means a freestanding sign made of lightweight materials such as cardboard or vinyl that is supported by a frame, pole, or other support structure placed directly in the ground without foundation or other anchors.
  - “Portable sign” means a sign that is not permanently affixed and that is designed for or capable of being moved, except those signs explicitly designed for people to carry on their persons or that are permanently affixed to motor vehicles. Portable signs include, but are not limited to, A-frame signs, portable reader boards, lawn signs, and similar signs.
- The sign shall not be placed in medians, traffic islands, roundabouts, or other areas within the roadway;
- The sign shall not be placed on a sidewalk or obstruct pedestrian or wheelchair access to the sidewalk;
- The sign shall not be placed in parking spaces or identified pedestrian or bicycle routes;
- The sign shall be placed entirely outside of the sight-distance-triangle of a right-of-way corner, curb-cut, or drive entrance pursuant to the City’s Design and Construction Standards adopted under Chapter 12.60 CMC. Where no curb exists, the sign must be placed outside the roadway at least five feet from the edge of the roadway;
- The sign shall be no larger than 12 square feet in size, with no single sign face larger than six square feet in size, and no portion of the sign shall exceed three feet in height; and
- The sign shall remain portable and may not be attached or anchored in any way to trees or to public property including, but not limited to, utility or light poles, utility boxes, street signs, parking meters, fences, or pavement.

- I certify that I have read and examined this application and know the same to be true and correct and that if any of the information provided is incorrect, the permit or approval may be revoked.

\_\_\_\_\_  
Applicant’s Signature

\_\_\_\_\_  
Date

***Print form, sign, date, and return to Permit Services counter at City Hall with the required fee.***