



CITY OF COVINGTON
Community Development Department
 16720 SE 271st Street • Suite 100 • Covington, WA 98042
 Phone: (253) 480-2400 • Fax: (253) 480-2401
 www.covingtonwa.gov

A-409

TEMPORARY SIGN PERMIT APPLICATION

Rev. 5/13

BUSINESS NAME: _____
PROJECT ADDRESS: _____
PARCEL NUMBER: _____

FOR STAFF USE ONLY

Permit Number: _____
 Application Date: _____

CONTACT INFORMATION

PRIMARY CONTACT PERSON Check if Applicant
 Name: _____
 Address: _____
 City/State/Zip: _____
 Phone: _____ Fax: _____
 E-mail Address: _____

PROPERTY OWNER Check if Applicant
 Name: _____
 Address: _____
 City/State/Zip: _____
 Phone: _____ Fax: _____
 E-mail Address: _____

CONTRACTOR Check if Applicant
 Company: _____
 Address: _____
 Phone: _____ Fax: _____
 State Contractor's License #: _____

Contact Name: _____
 City/State/Zip: _____
 E-mail Address: _____
 UBI #: _____

TEMPORARY SIGNS—PERMIT APPROVAL CRITERIA

Permits are required for temporary signs, such as those advertising civic or community service events, special sale or promotional events, and grand openings. **One permit is required for each sign.**

- All signs shall be located on or above private property, unless otherwise approved.
- The number and size of signs will be reviewed on a case-by-case basis.
- Any sign type may be displayed for civic and community service events; such signs may be displayed up to 30 days prior to the event.
- Only banner sign types are allowed for special sale/promotional events; such signs may be displayed up to 30 days total per calendar year.

SIGN DETAILS

Wall area (sq. ft.): _____ **Sign type:** Banner Portable Inflatable Searchlight/beacon
 Sign area (sq. ft.): _____ Timer period for display: From: _____ To: _____
 Cost of sign: _____

- Provide two (2) copies of site plan showing the location of all temporary signs.
- Provide two (2) copies of picture or artist's rendering of sign.

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.

 Signature of Applicant

 Date

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