



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

COMMUNITY DEVELOPMENT

TEMPORARY SIGN PERMIT APPLICATION

BUSINESS NAME: _____ PROJECT ADDRESS: _____ PARCEL NUMBER: _____	FOR STAFF USE ONLY Permit Number: _____ Application Date: _____
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CONTACT INFORMATION

PRIMARY CONTACT PERSON <input type="checkbox"/> Check if Applicant Name: _____ Address: _____ City/State/Zip: _____ Phone: _____ Fax: _____ E-mail Address: _____	PROPERTY OWNER <input type="checkbox"/> Check if Applicant Name: _____ Address: _____ City/State/Zip: _____ Phone: _____ Fax: _____ E-mail Address: _____
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CONTRACTOR <input type="checkbox"/> Check if Applicant Company: _____ Address: _____ Phone: _____ Fax: _____ State Contractor's License #: _____	Contact Name: _____ City/State/Zip: _____ E-mail Address: _____ UBI #: _____
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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: <input type="checkbox"/> Banner <input type="checkbox"/> Portable <input type="checkbox"/> Inflatable <input type="checkbox"/> Searchlight/beacon
Sign area (sq. ft.): _____	Timer period for display: From: _____ To: _____
Cost of sign: _____	
<input type="checkbox"/> Provide two (2) copies of site plan showing the location of all temporary signs. <input type="checkbox"/> 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.

 Applicant's Signature Date

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