



Development Services Division
1055 S. Grady Way
Renton, WA 98057
(425) 430-7200
www.rentonwa.gov

SIGN PERMIT APPLICATION TEMPORARY

This application must be filled out completely in order to be submitted for review. We will not accept incomplete applications. This permit is good for 30 days from the issue date. Temporary Event Permits may be issued four (4) times per calendar year to each business or organization. There is a fifteen (15) day separation period required between the end of one event and the start of another where the sign must be removed. Each business is allowed one (1) Grand Opening Sign. Please see the [Sign Regulations](#) for more information.

FOR OFFICE USE ONLY:

PERMIT NUMBER: _____ LAND USE NUMBER: _____ CODE CASE NUMBER: _____

1. LOCATION INFORMATION

JOB ADDRESS: _____ TENANT NAME: _____

VALUE OF WORK: *(Fair market value for time + materials)* \$ _____ BOEING JOB # *(If applicable)* _____

2. OWNER INFORMATION

PROPERTY OWNER NAME: _____ PHONE: _____

ADDRESS: _____ CITY: _____ STATE: _____ ZIP: _____

3. CONTACT INFORMATION

CONTACT NAME: _____ PHONE: _____

EMAIL: _____ FAX: _____

4. CONTRACTOR INFORMATION (If applicable)

DOING THE WORK AS THE BUILDING OWNER. If yes, please fill out the [Owner Affidavit](#) and include it with this form.

A LICENSED CONTRACTOR WILL BE DOING THE WORK. Fill out the portion below:

NAME: _____ PHONE: _____

STATE OF WASHINGTON CONTACTOR'S LICENSE: _____

CITY OF RENTON BUSINESS LICENSE: _____

TEMPORARY EVENT

GRAND OPENING

START OF DISPLAY DATE: _____ END OF DISPLAY DATE: _____

Keep in mind the display date will start the day you apply for this permit.

Types of Display Signage (check all the sign types you plan to display)

- Banners, wall hung (*maximum size 100 sq. ft.*) Wind Animated Devices
- Banners, pole hung (*maximum size 20 sq. ft.*) Inflatable Statuary
- Banners, pole to wall (*maximum size 100 sq. ft.*) Rigid Portable Signs (*max size 32 sq. ft.; max height 6 ft.*)
- Balloons Portable Reader boards (*blinking or flashing is prohibited*)
- Flags (*United States Flag exempt*) Searchlights (*FAA approval required*)
- Pennants/Streamers Other

FEES

GRAND OPENING SIGNAGE	\$75.00 for any number of items*	TOTAL	\$ _____
TEMPORARY EVENT SIGNAGE	\$50.00 per sign, per promotion*	TOTAL	\$ _____

*Add additional 5% Technology Surcharge to calculate fee

NOTE:

Temporary Event Permits may be issued four (4) times per calendar year to each business or organization. There is a fifteen (15) day separation period required between the end of one event and the start of another where the sign must be removed. See [Sign Code Regulations for Temp Signage](#).

Each business is allowed one (1) Grand Opening Sign. [See Code Regulations for Grand Opening Signage](#).

I certify that the information on this application furnished by me is true and correct and that the applicable requirements of the City of Renton will be met. Certification is hereby rendered that no work is to be done except as described, and that all work shall conform to applicable codes. Work in public rights-of-way and/or utility easements are not authorized under this application. Fees to be paid at permit intake.

APPLICANT SIGNATURE: _____ DATE: _____

APPLICANT NAME PRINTED: _____