



Application for TEMPORARY SIGN (Banners/Balloons)

PLEASE RETURN TO:

Date Received

Community Development
1309 Myrtle Ave.
Enumclaw, WA 98022
Phone: (360) 615-5734
Fax: (360) 825-7232
permits@ci.enumclaw.wa.us

*This is an **application only**, and not authorization for sign until approval is obtained*

Application Date: _____

- Triangle Park Banner *complete section A (see backside for size requirements)*
- Temporary Business Sign *complete section B*
- Balloons Only *complete section B*

APPLICANT INFORMATION

Name of Business and Person Applying:			
Mailing Address:			Phone:
City:	State:	Zip:	Email:

PROPERTY OWNER INFORMATION IF ON PRIVATE PROPERTY

Name:			
Mailing Address:			Phone:
City:	State:	Zip:	Email:

SECTION A. TRIANGLE PARK SIGN ONLY *(skip to B for business signs)*

1. Name of Event: _____ Date of Event: _____
2. Address/Location of Event: _____
3. Placement of Banner: East South West
4. Dates Requested: **Banners can be displayed for 2 weeks or less and must always start on a Monday.**
 Start: Monday, _____ End: Monday, _____
****See staff comments below for approval decision and drop off and pick up dates****

SECTION B. TEMPORARY BUSINESS SIGN INFORMATION

1. Where will sign(s) be displayed? _____
2. Square footage of each sign: _____
3. Display Dates Requested: start _____ End _____
4. Type of Sign *(ex// banner, kite, inflatable balloon)*: _____ Number of Signs: _____
5. **Balloons Only**– attach structural calculations reflecting 90– mph winds with exposure “C”.

PLEASE READ BEFORE SIGNATURE

I hereby certify that I have read and examined this application and know the same to be true and correct. It is the responsibility of the permittee or the person doing the work to notify the Building Division for inspections at least twenty-four (24) hours in advance, and insure that the required inspections are made. **IBC 105.5 Expiration:** *Every permit issued shall become invalid unless the work on site authorized by such permit is commenced within 180 days after its issuance, or if the work authorized on the site by such permit is suspended or abandoned for a period of 180 days after the time the work is commenced. The building official is authorized to grant, in writing, one or more extensions of time, for periods not more than 180 days each. The extension shall be requested in writing and justifiable cause demonstrated.* This permit may be revoked if the work is not in conformance with all laws, rules and regulations of the City of Enumclaw. The duty to insure code conformance rests with the builder, developer, or the homeowner, not the City of Enumclaw. The approval of the construction plans and inspections does not guarantee that all the provisions of the applicable codes have been met. All documents submitted to the City become public record and are available for public inspection and copying. I herein agree to reimburse the City for the cost of professional engineers and other consultants hired by the City to review and inspect this proposal and any other related permits. *I represent the owner or contractor as signified above and am acting with the owner's/contractor's full knowledge or consent.*

Applicants Signature	Title	Date
Property Owners Signature <i>(if applicable)</i>	Title	Date

*****Staff Comments*****
 Approved as Requested Approved with changes Denied: reason _____

Please drop the banner off at City Shop (2041 Railroad Street) **one week prior** to installation on Monday, _____.
 Banners need to be **picked up** by, _____ . Please call ahead at (360) 825-5541 before picking up the banner to assure that your banner is ready to be picked up .

Staff Signature	Title	Date
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TEMPORARY SIGNS (& balloons, banner, pennants, etc.): Requirements, Approval Process and Application Form

Certain temporary signs not exempted by Enumclaw Municipal Code 19.10.050 shall be permitted under the conditions listed below. All signs shall be non-illuminated. Any of the signs or objects included in this section are illegal if they are not securely attached, create either a visual or traffic hazard, or are not maintained in good condition. Certain items, such as large inflatable objects (balloons) or objects requiring mechanical or electrical connections may be subject to the International Building Code. All temporary signs, banners, and pole-supported pennants must be approved by the administrator following submittal of a Temporary Sign application specifying the size and location of the sign, and the dates upon which they are to be installed and removed. The following list outlines specific temporary sign types. The requirements for each are detailed within section 19.10.210 (*Temporary Signs*) of the Enumclaw Municipal Code:

Grand Opening Signs

Temporary On-Premises Business Signs

Construction Signs

Special Community Event Signs

Banners, Pennants, Ribbons, Spinners, Large Inflatable Objects, etc.

Banners on Property Fronting SR410 within the HCB or LI Zoning Districts

Pole-supported Pennants on Property Fronting SR410 within the HCB or LI Zoning Districts

Community Banners (requires Community Banner Permit)

Planning Your Sign: Please refer to the Enumclaw Sign Code (particularly EMC 19.10.050 *Exemptions* and EMC 19.10.210 *Temporary Signs*) when planning your sign.

How to Apply: To apply for all temporary signs (except for a Community Banner - requires a special permit), complete the attached Temporary Sign application and submit it to the Community Development office at 1309 Myrtle Avenue for approval.

Additional Information: Copies of the Enumclaw Sign Code and sign application forms are available from the Community Development Department at 1309 Myrtle Avenue, by phone at (360) 825-3593, or online (<http://www.codepublishing.com/WA/enumclaw.html> and <http://cityofenumclaw.net/Planning> Permit Applications and Information). Please call our office at (360) 825-3593 to make sure you have the current forms and information.

Site Specific Information: The Enumclaw Triangle Park has three potential banner locations (East, South and West) and can only be used for special community events. Banners at this location may not exceed 32 square feet or include advertising for an individual business. Examples of events that may use this location include the Wine Walk, Garden Tour, 5K and other similar events. It helps to have wind ports in the banner.

