



COMMUNITY DEVELOPMENT  
1309 Myrtle Avenue  
Enumclaw, WA 98022  
360-825-3593 FAX 360-825-7232

## **TEMPORARY SIGNS (& balloons, banner, pennants, etc.): Requirements, Approval Process, Application Form**

Certain temporary signs not exempted by Enumclaw Municipal Code 19.10.040 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 Uniform 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 19.10.140 (Temporary Signs) of the Enumclaw Municipal Code:

### **Grand Opening Signs**

### **Temporary 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 Banner at City Hall (requires Community Banner Permit)**

**Planning Your Sign:** Please refer to the Enumclaw Sign Code (particularly EMC 19.10.040, Exempt Signs; and EMC 19.10.140, 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.

**Additional Information:** Copies of the Enumclaw Sign Code and sign application forms are available from the Community Development Department (1309 Myrtle Avenue, 360-825-3593). While also available online ([www.ci.enumclaw.wa.us/municipalcode.htm](http://www.ci.enumclaw.wa.us/municipalcode.htm), and [www.ci.enumclaw.wa.us/downloadforms.htm](http://www.ci.enumclaw.wa.us/downloadforms.htm)), the online materials may not be up-to-date. Please call our office at (360) 825-3593 to make sure you have the current forms and information.



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Application #:  
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**TEMPORARY SIGN (BALLOON, BANNER) APPLICATION**

**1. Applicant Information:**

	Name	Address	Phone	Fax
Sign Location				
Owner				
Representative				

(Please "\*" the contact person)

**2. Temporary Business Sign Information**

Type and number of signs, balloons, banner(s), etc. proposed – see attached list <i>(please note – no illumination is allowed)</i>	
Location of signs/balloons/banners	
Dimensions of signs/balloon/banners	
Square footage of building façade to which wall sign will be attached (if applicable)	

What is the value of the proposed sign/balloon/banner(s) \$ \_\_\_\_\_

Indicate the dates (or sets of dates) during which the temporary sign/balloon/banner will be in use.

Additional information \_\_\_\_\_

3. Please attach a drawing which shows dimensions, text, letter size/style, and location of the temporary sign

4. For balloons only – attach Structural Calculations reflecting 90-mph winds w/ exposure "C"

**Signatures and Dates** (Please note, Sign Owner signature is required; Property Owner signature may be required):

Sign Owner: \_\_\_\_\_ Property Owner: \_\_\_\_\_

\*\*\*\*\*For Staff Use Only\*\*\*\*\*

Staff Signature and date: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Approved or Denied (circle one)