

# TEMPORARY EVENT & GRAND OPENING SIGN APPLICATION



**Development Services Division**  
1055 South Grady Way – Renton, WA 98057  
Phone: 425-430-7200

[www.rentonwa.gov](http://www.rentonwa.gov)    [www.MyBuildingPermit.com](http://www.MyBuildingPermit.com)

**TEMPORARY EVENT**

**GRAND OPENING**

**(MAXIMUM DISPLAY PERIOD 30 DAYS)**

1. Start of Display Date: \_\_\_\_\_ End of Display Date: \_\_\_\_\_
2. Address of Display: \_\_\_\_\_
3. Business Name: \_\_\_\_\_ City of Renton Business License #: \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_ Phone: \_\_\_\_\_  
 City/State: \_\_\_\_\_ Zip: \_\_\_\_\_
4. Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_
5. Property Owner: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_ City/State: \_\_\_\_\_ Zip: \_\_\_\_\_

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

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

**FEES**

GRAND OPENING SIGNAGE	\$50.00 for any number of items*	TOTAL	\$ 50.00
TEMPORARY EVENT SIGNAGE	\$25.00 per checked item above*	TOTAL	\$ _____

I certify that the information on this application furnished by me is true and correct and that the applicable requirements (see RMC 4-4-100J6) 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 the applicable codes.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 Permit #: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

***\*+Add an Additional 3% Technology Surcharge to Calculated Fee***

# TEMPORARY EVENT & GRAND OPENING SIGN INFORMATION

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1. All Signage needs a permit.
2. All Temporary Event Signage shall be located on the premises of the permit holder.
3. Temporary Event Signage is applicable to and may only be displayed by commercial, multi-family residential, industrial, public and quasi-public types of uses.
4. Signage may be displayed for a maximum of 30 days.
5. 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.
6. Grand Opening is a one-time event permitted only for a new business opening or an existing business relocating to an entirely new location.
7. Signage shall not be displayed on a roof top or extend vertically above the fascia of a building.
8. Signage shall not be displayed within the required perimeter street landscaping.
9. Signage shall not obscure building address numbers.
10. Signage shall not encroach into fire lanes.
11. Signage shall not be attached to a tree or shrub.
12. Temporary Event Signage shall not be used as permanent signs.

# TEMPORARY SIGN OPTIONS

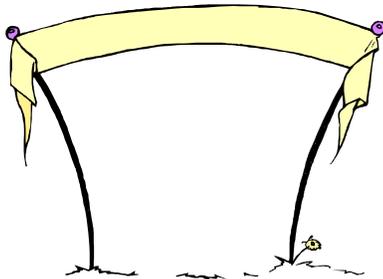
## Temporary signs as defined in the Renton Municipal Code Section 4-4-100:

**Banners:** Any sign of lightweight fabric or similar material that is mounted to a pole and/or building by any means. National flags, state or municipal flags, holiday flags, or the official flag of any institution or business shall not be considered banners. A banner is not defined by shape and may be square, rectangular, round, triangular/pennant shaped, etc.



**Banner, Wall hung:** A banner attached to a building and where the banner lies flat against the building surface at all times (*maximum size 100 sq. feet*).

**Banner, (hung from single pole):** A banner attached at its top and bottom to a pole or light standard by extensions from the pole (*maximum size 20 sq. feet*).



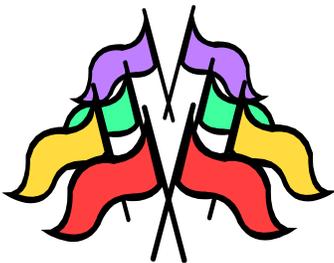
**Banner, (strung between wall and pole or between poles):** A banner attached at its top and bottom corners strung between buildings, poles, and/or light standards (*maximum size 100 sq. feet*).



**Wind Animated Devices:** Any device, e.g., windsocks, pinwheels, whirligigs, etc. whose primary movements are caused by the wind or atmospheric conditions, attached by a tether. A balloon or inflatable, with or without moveable parts, is not considered a wind-animated object.



**Balloon:** A spherical, flexible, nonporous bag inflated with air or gas lighter than air, such as helium, and intended to float in the air.

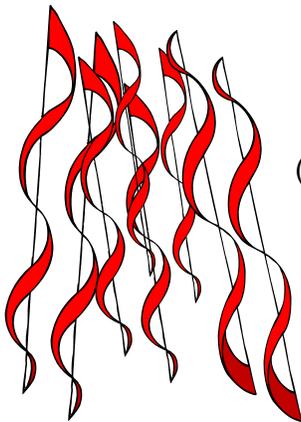


**Flag:** A piece of cloth or plastic, supported by a vertical or horizontal staff, which is intended to flutter in the wind (*National, State, County, Municipal, and Corporate flags exempt*).

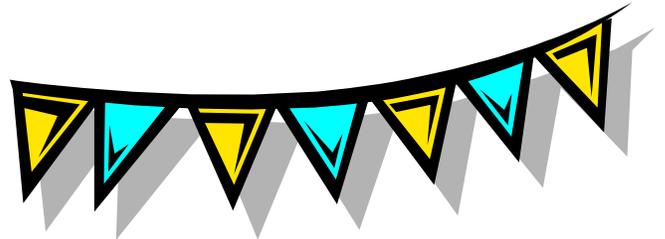


**Inflatable Statuary:** An advertising device that is inflated and the likeness of an animate or inanimate object or cartoon figure is used to attract attention, advertise, promote, market, or display goods and/or services.

**Pennant/Streamer:** An individual object and/or series of small objects made of lightweight plastic, fabric, or other material, which may or may not contain text, which is suspended from and/or twined around a rope, wire or string.



**Streamers:**  
(hung on wall)



**Pennants:** Connected (strung together between wall and pole or between poles).

**Portable Reader Board:** A sign which is self-supporting but not permanently attached to the ground or building and can be moved from one location to another and is typically internally illuminated. Portable reader boards are also known as “trailer signs.”



**Rigid Portable Sign:** A sign which is not permanently affixed and designed for or capable of movement. Those signs explicitly designed for people to carry on their persons or are permanently affixed to motor vehicles are considered to be rigid portable signs. A rigid portable sign is not considered to be a portable reader board or “trailer sign” (*maximum size 32 sq. feet and maximum height 6 feet*).