



**City of Redmond  
Temporary Sign Permit Application**

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**Fee:** No Charge

File Number: \_\_\_\_\_

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Name of Business/Organization \_\_\_\_\_

Site Address: \_\_\_\_\_

Phone #: \_\_\_\_\_ Cell Phone# \_\_\_\_\_

*(Quickest response from the City is via email.)*

Email: \_\_\_\_\_

Business License Number \_\_\_\_\_

(No person shall carry on any business, trade, occupation, profession, calling, or transact any business without first paying in advance the business tax and obtaining a business license per City Code 7.014

Applicant/ Sign Co. \_\_\_\_\_

Contact Person \_\_\_\_\_

Address: \_\_\_\_\_

Phone #: \_\_\_\_\_ Cell Phone# \_\_\_\_\_

*(Quickest response from the City is via email.)*

Email: \_\_\_\_\_

Use Description: \_\_\_\_\_

Location of Sign(s) \_\_\_\_\_

Location of activity: \_\_\_\_\_

How will sign be installed: \_\_\_\_\_

Date Installed: \_\_\_\_\_ Date Removed: \_\_\_\_\_ Total Days: \_\_\_\_\_

Type of Sign (i.e. banner, wall, etc.): \_\_\_\_\_

Show dimensions and wording of each sign (below):

**City of Redmond Code, Article V – Sign Standards**

**8.4105 Temporary Signs**

Pennants, banners, balloons and streamers only when associated with a promotional event of a business. Such banners shall be approved by the City Manager or designee through the temporary sign permit process and shall be in compliance with the following standards:

- (a) A business may display a banner or banners no more than 60 days total in a calendar year. A business may divide these 60 days into any combination of 30 or 15-day permits but in no case may the total number of days in which banners are displayed on a property exceed 60 days in a calendar year.
- (b) The number of banners displayed at one time shall be limited to one banner per public entrance into the business or one banner per building façade facing a public street or parking lot, whichever is greater.
- (c) For banners attached to the façade of a building, the total size of all banners on a building façade shall be limited as follows based on the width of the façade on which the banner(s) will be attached:

<u>Width of Façade</u>	<u>Max Square Feet</u>
Less than 50 feet	32 sq. ft.
50-100 feet	64 sq. ft.
100-200 feet	96 sq. ft.
Over 200 feet	128 sq. ft.

- (d) In addition to the above, one banner no larger than 32 square feet may be placed elsewhere on the property. Such banner shall be located entirely on private property, shall not compromise any clear vision areas, and shall be securely attached at both ends.
- (e) Banners shall be secured at all four corners and shall contain no tears, tattered edges, stains, or other signs of wear.

**No temporary sign, other than a sign installed by a public agency or advertising a community event shall be allowed in or over the public right-of-way or attached to any public property, including street trees, light poles, and other utilities and/or structures.**

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I, \_\_\_\_\_, hereby have read, understand and agree that the posting of a temporary sign at \_\_\_\_\_, Assessor's parcel number T-15, R-13 Section: \_\_\_\_\_ Tax lot \_\_\_\_\_ Zone \_\_\_\_\_ must be in accordance with the Temporary Sign Standards as defined in the Redmond Development Code, Article V Sign Standards, Section 8.4105.

**I understand I am responsible for the posting of a temporary sign permit. In the event of a complaint, the City may take any actions necessary to compel the applicant to remove said temporary sign (s).**

Owner/Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_