



"THE MARITIME CITY"

## Planning Department Client Assistance Memo

# Temporary Sign Permits

### Applicability:

The City's sign code governs not only permanent signs but also temporary signs such as the banner signs and balloon displays that many businesses utilize to advertise special events or sales. There are regulations which govern the allowable sign area, the number of temporary signs allowed, the size of balloons or inflatable figures, and the maximum duration a temporary sign may be displayed. A display of six or more balloons is considered a balloon sign. You should become familiar with the City's Sign Codes before installing any sign.

A Temporary Sign Permit is required for temporary exterior business signs. It is strongly recommended that you apply prior to having a sign manufactured so that you do not find yourself in the unfortunate situation of having spent money on a sign that cannot be approved. **WARNING:** Signs installed without a permit may be subject to civil penalty charges.

### How do I apply for a Temporary Sign Permit?

Applying for a Temporary Sign Permit is quite simple. You will need a Temporary Sign Permit Application and a drawing showing the dimensions of the banner or balloon display, the proposed sign text, and the colors of both the banner background and text. The application form also asks for the cumulative number of days the business has displayed a temporary sign during that calendar year, the date the banner is to be installed and the date when the banner will be removed.

### Is there a fee for a Temporary Sign Permit?

There is no fee required for a Temporary Sign Permit.

### How long does the process take?

An application may be submitted by appointment for over the counter review or you may simply submit your application for review and it will be processed in a day or two.

### What are the limitations on Banner Signs?

- Temporary exterior business signs are limited to 20 square feet in size.
- No more than one temporary exterior business sign may be displayed at any one time for any one business or tenant.
- Temporary exterior business signs may be displayed for no more than 60 cumulative days per calendar year. For instance if your business displayed a "Grand Opening" banner for 30 days in January, and a "Sale" banner for an additional 14 days in March, and then wanted to place a "Holiday Sale" banner in December, you would be limited to the remaining 16 days.
- A new application is required each year even if it is a sign that you have permitted previously

### How can I get more information?

Copies of the Sign Code GHMC 17.80 are available at our office or you may access the municipal code online from our website at [www.cityofgigharbor.net](http://www.cityofgigharbor.net) . Section 17.80.110 GHMC Temporary Signs is printed on the back of this form for your convenience.

If you have any questions please contact the Planning Department at (253)851-6170 or [andrewsc@cityofgigharbor.net](mailto:andrewsc@cityofgigharbor.net)

### Notes:

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### **GHMC 17.80.110 Temporary signs.**

Except for signs described under subsections A and B of this section and balloon signs described under subsection G of this section, no permit is required for temporary signs. Temporary signs are not allowed to continually advertise goods, services, political messages or events on a site; permanent signs shall be used for that purpose. Temporary signs located within public right-of-way shall be subject to the requirements of Chapter 12.02 GHMC.

A. Exterior Event Signs. Such signs include grand opening signs, sale signs, promotional signs, exhibitions, quitting business signs, and other nonpermanent exterior signs used to advertise an event. Exterior event signs shall be limited to 20 square feet in size. No more than one exterior event sign may be displayed at any one time for any one business or tenant. Exterior event signs may be displayed for no more than 60 cumulative days per calendar year per business or tenant. A permit is required for each temporary exterior sign. This subsection does not apply to exterior event signs regulated under subsection B of this section.

B. Exterior Event Signs in the C-1 Zoning District Which Are Also in Sign Area 2. Such signs include grand opening signs, sales signs, promotional signs, exhibition signs, quitting business signs and other nonpermanent exterior signs used to advertise an event. Exterior wall-mounted temporary event signs shall be allowed up to the greater of: (1) eight percent of a building's largest wall facade, provided the combined total of all temporary exterior wall-mounted event signs does not exceed 300 square feet and no one single sign exceeds 120 square feet; or (2) 20 square feet. In addition, one banner sign not exceeding seven square feet per side may be located on each light pole on private property. Such temporary signs shall not be displayed more than 10 days before the temporary event begins and must be removed upon conclusion of the event, but in no case longer than 150 days. A temporary banner permit is required for such signs.

C. Real Estate (On-Premises and Off-Premises Signs).

1. Residential "For Sale," "For Rent" and "Sold" Signs. Such signs shall be limited to one sign per street frontage not to exceed six square feet in sign area per side, placed wholly on the property for sale, and not to exceed a height of six feet. One off-premises "For Sale" or "For Rent" sign no larger than two square feet and no further from the subject house than the nearest arterial street intersection is permitted. No more than one "For Sale" or "For Rent" sign may be used at any street intersection for any one developer, broker, seller or owner. No off-premises "Sold" signs are allowed. All real estate signs shall be removed within five days of the final sale or rental. If a development or subdivision with more than eight parcels or units has more than 25 percent of the parcels or units for sale at any one time by a single or joint developer, agent, or seller, signage shall be limited to one project identification sign, no larger than 32 square feet, at the subdivision or project entrance with a map showing

available lots or units by number. Each lot or unit may have a corresponding number sign not exceeding one square foot.

2. Residential Directional "Open House" Signs. "Open House" signs are permitted only during daylight hours and when the broker/agent or seller is in attendance at the property for sale. No such sign shall exceed six square feet in sign area per side. The sign may be placed along the periphery of a public right-of-way, provided it does not interfere with traffic safety, but it may not be attached to a utility pole or traffic safety device.

3. Undeveloped Commercial and Industrial Property "For Sale or Rent" Signs. One sign per street frontage advertising undeveloped commercial property for sale or for rent is permitted while the property is actually for rent or sale. The sign shall not exceed 32 square feet in sign area per side and six feet in height.

4. Developed Commercial and Industrial Property "For Sale or Rent" Signs. Such signs shall be limited to one sign per street frontage not to exceed 16 square feet in sign area per side, placed wholly on the property for sale, and not to exceed a height of six feet.

D. Construction Signs. Sign copy shall be limited to information about a building under construction or being remodeled. Maximum duration shall be until construction is completed or one year, whichever is shorter. Maximum area shall be 32 square feet.

E. Campaign/Political Signs. Campaign/political signs may be posted on private property or on the planting strip between the sidewalk and the street, when such planting strip is immediately adjacent to the sign owner's property; provided, that it does not present a safety hazard to pedestrian or vehicular traffic. If related to an event or election, such signs shall be removed within seven days after the event or election. It shall be the responsibility of the property owner, tenant or candidate to remove such signs as required by this section. Maximum sign area shall be 12 square feet. Maximum height shall be six feet.

F. Signs Advertising a Public Event. Maximum duration shall be from one month before the event to five days after the event. Because public events are allowed on a limited time basis and on sites not normally associated with the event, public event signs may be located off-premises within the city right-of-way, subject to the provisions of Chapter 12.02 GHMC, Encroachment Permits, or within the windows of buildings, subject to the building owner's approval and all other window sign requirements. Signs shall be removed by the promoters of the event, or the city will remove such signs at the promoter's expense.

G. Balloon Signs. Such signs include display of six or more balloons, either individually or as festoons, connected to one or more fixed objects or vehicles. Balloon sizes shall not exceed 18 inches in any dimension. Balloon signs may be displayed for no more than 60 cumulative days per calendar year. A permit is required for each balloon sign display.

H. Temporary window signs conforming to GHMC 17.80.020(E).

**CITY OF GIG HARBOR  
TEMPORARY SIGN PERMIT APPLICATION**

**CITY USE ONLY**

**BANNER SIGN**

**BALLOON SIGN**

Date Received: \_\_\_\_\_  
 By: \_\_\_\_\_  
 Receipt # \_\_\_\_\_ By: \_\_\_\_\_

**To the Applicant:** This is an application for a shoreline Management Development Permit and is authorized by the Shoreline Management Act of 1971. It is suggested that you check with the appropriate local, state or federal officials to determine whether your project falls within any other Permit system, since a Permit under the Shoreline Management Act will not excuse the applicant from compliance with any other local, state or federal ordinances, regulations or statues applicable to the project

**Name of Business:** \_\_\_\_\_

<b>Applicant:</b>	<b>Property Location:</b>
(Name)	Property Address
Street Address	Building or project name
City & State	Tenant space #
Phone	
Zip	
<b>Owner:</b>	<b>Banner Signs:</b>
(Name)	Text of banner sign: _____
Street Address	
City & State	Area of sign face: _____ X _____ = height x width = area
Zip	Color of text: _____
(Name)	Color of background: _____
Signature	<b>Balloon Signs:</b>
Date	Description of ballon sign: _____
Signature	
Date	

I do hereby affirm and certify, under penalty of perjury, that I am one (or more) of the owners or owner under contract of the herein described property and that the foregoing statements and answers are in all respects true and correct on my information and belief as to those matters, I believe it to be true.

Have any banner/balloon signs been previously displayed for this business within current calendar year?

Yes	No
Install _____	Install _____
Remove _____	Remove _____
Install _____	Install _____
Total days displayed _____	

**Please note that each business may display banner balloon signs for up to 60 cumulative days per calendar year. Maximum display time is not limited to one single banner sign. It applies to all banner signs displayed by any given business within the calendar year.**