

TEMPORARY SIGN PERMIT

City of Tukwila - Permit Center
6300 Southcenter Blvd, Suite 100,
Tukwila, WA 98188
[www.tukwilawa.gov/departments/
permit-center/](http://www.tukwilawa.gov/departments/permit-center/)



Permit Type: Sign
Permit Subtypes: Temporary

TEMPORARY SIGNS

Businesses are permitted to display temporary signage up to 30 days per calendar quarter. Each business, institution or multi-family complex may have up to 2 temporary signs at one time. If two sides of one sign are visible, both sides count toward sign area. The combined signs must not exceed 64 square feet. These are the allowable sign types:

- Cloth banner
- Single or Multi-faced rigid material

NOTE: Holiday decorations and temporary window coverings do not require a permit. Window covering may not more than 6sf Nor 15% of all ground floor transparent windows and may present up to 30 days per calendar quarter.

SPECIAL EVENT SIGNS

In addition to the temporary signage allowed above, special event signage permits allow for the display of signs and devices that would be prohibited under Tukwila Municipal Code Section 19.12.040.6:

- Strings of pennants
- Streamers
- Searchlights
- Clusters of Flags/wind-animated objects
- Balloons

Each business in a commercial or industrial district is permitted one Special Event permit every 24 months and is permitted up to 30 days. Multi-Family and institutional uses in residential zones may have a Special Event permit issued up to 12 times per year and can be displayed up to 72 hours.

GENERAL INFORMATION

The issuance of some signage within the City may require a permit from the Washington State Department of Transportation (WSDOT). It is the applicant's responsibility to obtain all required permits from the appropriate government agency. For information on permits that may be required from WSDOT call (360) 705-7296. The issuance of a sign permit shall not be construed to be a permit for, or an approval of, any violation of any of the provisions of the Tukwila Municipal Code (TMC) or of any other ordinance of the City. Permits presuming to give authority to violate or cancel the provisions of the TMC or other ordinances of the City shall not be valid. The issuance of a permit based on construction documents and other data shall not prevent the Director of Community Development from requiring correction of errors in the construction documents and other data (TMC 19.12.020 (C)). Pursuant to TMC 19.12.150, sign permits shall be valid for stated dates upon issuance.

INSPECTIONS

No inspection will be scheduled. Code Enforcement Officers will drive by at the end of the specified time to ensure the signage is removed.

Applicable Regulations:

- [Tukwila Title 19 – Signs](#)

Resources:

- [Permit Portal and Fees](#)

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SUBMITTAL CHECKLIST – REQUIRED FOR ALL PERMITS

The materials listed below must be submitted at the time of your application. **ADDITIONAL MATERIALS MAY BE REQUIRED.** A pre-application meeting is encouraged prior to submitting an application.

Please ensure files are **saved as PDF** and conform to **City of Tukwila electronic submittal standards** prior to upload.

CHECKLIST	FILE NAME	DESCRIPTION
DOCUMENTS		
	Business License	Current City of Tukwila business license.
PLANSETS		
	Sign Design	<ul style="list-style-type: none">• Dimensions and calculations of total sign area (include both sides if they will both be utilized)• Sign materials, color, and design
	Site Plan	<ul style="list-style-type: none">• Property lines• Setbacks from property lines• Length of street frontage• Arrows showing location of all existing and proposed signs on site (label each sign alphabetically)• Location of all public entrances• Labeled streets
	Elevations (if applicable)	<ul style="list-style-type: none">• Dimensions of building and calculations of exposed building face (total length x total height of tenant space)• Dimensioned depiction of where the sign will be displayed• Detail showing how the sign will be secured