

Commercial Banners Temporary Sign Agreement

Sign Permit Number: _____ **(filled in by City Staff)**

The following temporary sign is allowed without a permit when sized and placed in accordance with the Issaquah Sign Code ([Chapter 18.612](#)), as summarized in and documented by this Temporary Sign Agreement.

For banners over Front Street, please see the document at [this link](#) for specific installation criteria.

Please note that a business or service may only have one commercial banner for 30 days out of each calendar quarter year (January 1st to April 1st; April 1st to July 1st; July 1st to October 1st; October 1st to December 1st).

Applicant Name: _____

Mailing Address: _____

Email Address: _____

Business Name: _____

Business Address: _____

Phone Number: _____

I acknowledge and affirm compliance with the following:

A Commercial Banner must be placed in conformance with [Issaquah Municipal Code \(IMC\) 18.612 Article IV](#):

- The proposed Commercial Banner is allowed in the location indicated. (Commercial Banners are allowed with non-residential and multi-family uses, and in the CF-F and CF-FPO zones.)
- The temporary sign will be removed within 30 days. A business or service may only have one banner for 30 days out of each calendar quarter year.
- The sign will not be internally illuminated. The sign will not include movement, noise, changing image features, or electronic elements. The sign is of durable material.
- The banner may not exceed 32 square feet in size and may not be higher than 30 feet above finished grade.
- There is no more than one banner for the business or service.
- The sign will be placed completely outside of the public right-of-way. No part of the sign will enter any sidewalk, street, or driveway.
- The banner will be attached flush to the façade of the building, anchored at all four corners, and may not extend above the roofline or around the corner of a wall.
- The banner must be attached to the building housing the business and located on the side of the building which faces the street, or if the business does not face a street, then their primary entrance.
- I am aware of the size ([IMC 18.612.110](#)) and placement ([IMC 18.612.100.A\(7\)](#)) limitations for the sign type proposed and the sign conforms to standards.
- Applicant assumes liability for any damage resulting from their use.

By submitting, you agree to hold harmless the City of Issaquah as to any claim (including costs, expenses, and attorney's fees incurred in investigation and defense of such claim), which may be made by any person, including the undersigned, and filed against the City of Issaquah, but only where such claim arises out of the reliance of the City, including its officers

and employees, upon the accuracy of the information supplied to the City as a part of this application.

I have read and understand the applicable provisions of the sign code and agree to abide by those standards. I understand the restrictions that apply to my temporary sign(s). I understand that violation of the sign regulations may result in sign removal or monetary penalties.

I declare under penalty of perjury under the laws of the State of Washington that the foregoing is true and correct:

Signature: _____

Date: _____

Print Name: _____

Process and Validity:

1. After signing this document, email it to TempSign-CPD@issaquahwa.gov to register your Temporary Sign Agreement.
2. Commercial Banner Temporary Sign Agreement is valid for 30 days from the date on which the applicant receives a Sign Permit Number from the City of Issaquah.
3. The Temporary Sign Agreement Sign Permit Number must be visible on the sign.
4. It is the applicant's responsibility to provide complete and accurate information in this Temporary Sign Agreement. Failure to do so may invalidate your Temporary Sign Agreement.