



**SIGN**  
**SPECIAL EVENT OR**  
**GRAND OPENING**  
**REGISTRATION**

PLANNING  
DIVISION  
4800 S 188<sup>th</sup> St  
SeaTac, WA 98188  
206-973-4750

**Special Events**

The Sign Code allows for a business to have signage for two special events (14 days maximum each) per year\*. There is no fee for special event signage approval, but a business must have an active business license and register for the special event by completing a registration form and having it approved by the Planning Division. See Business License fees:

[CLICK HERE FOR FEE SCHEDULE](#) or find fees at [www.ci.seatac.wa.us/feeschedule](http://www.ci.seatac.wa.us/feeschedule)

*\*If the Special Event does not comply with the current Use of the parcel, then a Temporary Use Permit may be required.*

**Grand Opening**

The Sign Code allows for any new business or business under a new name or completely new management to have a grand opening of up to four weeks in length. There is no fee for a grand opening event, but a business must have an active business license and register for the special event signage by completing a registration form and having it approved by the Planning Division.

**Posting of Approval On-Site**

Approval of the registration form must be posted on site and available for review by the City's Code Enforcement Officer during the length of the special event or grand opening. Posting of special event signage without registration may result in a citation from Code Enforcement.

***PLEASE COMPLETE REGISTRATION FORM ON  
FOLLOWING PAGE:***



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Business Name: \_\_\_\_\_

Location: \_\_\_\_\_

Business License No.: \_\_\_\_\_

Applicant Name: \_\_\_\_\_

Applicant Phone: \_\_\_\_\_

**Registering for (Check one):**      **Proposed Start Date**      **Proposed End Date**

Special Event      \_\_\_\_\_ / \_\_\_\_ / \_\_\_\_  
(Max. 2 weeks per event)

Grand Opening      \_\_\_\_\_ / \_\_\_\_ / \_\_\_\_  
(Max. 4 weeks per event)

**Proposed Temporary Signage:**

**Banners/Posters**      (Banners and posters may not be mounted in windows between 3 and 7 feet above ground level)  
Description: \_\_\_\_\_

**Balloons**      (2 clusters of 5 balloons, or 1 cluster of 10 balloons total are allowed, maximum 18 inches in diameter, no more than 3 foot long tether)  
Description: \_\_\_\_\_

**Off-Site Directional Signs** (Maximum size: 2 feet x 2 feet; Maximum number: 3. Directional signs are allowed only during daylight hours)

- Private property: must have permission from property owner
- Public property: may not be placed in any vehicle lane, median or traffic island, driveway, parking area, sidewalk, or pedestrian path, and must be at

least four feet from the outer pavement edge of a roadway where there is no curb and gutter.

- Directional signs are not allowed to be placed on utility poles, trees or existing signs.

**Other Temporary Signage**

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

**Inflatable Object** (An inflatable object requires a Sign Permit through the Building Division. Allow 2 weeks for processing)

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

**PLANNING DIVISION APPROVAL:**

\_\_\_\_\_

\_\_\_\_\_ Date