



**CITY OF LACEY**  
 Community Development Department  
 420 College Street SE  
 Lacey, WA 98503  
 (360) 491-5642

## Temporary Sign Permit Application

**Type of Display (check one):**    **Grand Opening Display**    **Construction Sign**    **Special Event Sign**  
 **Sandwich Board Sign**    **Banner(s)**    **Sandwich Board/Feather Sign for Multi-Tenant Centers**

Applicant \_\_\_\_\_

Mailing Address \_\_\_\_\_

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

Business Address \_\_\_\_\_

Business Phone \_\_\_\_\_

Dates of Sign Display \_\_\_\_\_ to \_\_\_\_\_

**Grand Opening Display** means temporary signs such as banners, posters, strings of lights, clusters of flags, balloons, or other air or gas filled structures, and searchlights. Grand Opening Displays are allowed for **one week only** to announce the opening of a **completely new enterprise** or the opening of an **enterprise under new management**. All materials shall be removed immediately upon the expiration of the seven days. Special restrictions apply to the use of searchlight, please check with the Community Development Department for more information.

**Construction Signs** are those used to identify architects, engineers, contractors or other individuals/firms involved with construction of a buildings or to announce the character of the building or the purposed for which it is intended. May only be installed **once a building permit has been issued**. Size restrictions apply.

**Public Special Events Signs** may be displayed for no more than **30 days** prior to an event. Special events are defined as circuses, carnivals, festivals, or other similar events. Size restrictions apply.

**Private Special Events Signs** may include posters, banners, strings of lights, clusters of flags, balloons, or other gas filled fixtures may be displayed on private property no more than four times per year not exceeding 30 total days.

**Banners** may be displayed for a maximum of **30 days** twice per calendar year. A maximum of two banners may be displayed during this 30-day period. Banners must be constructed of durable materials and well maintained, flush or wall-mounted and tacked down on all four corners, and be no larger than 10% of the wall area the banner is located.

**Sandwich Board Signs** shall be permitted only for businesses that primarily cater to pedestrians (see requirements in LMC 16.75.100.H.) and the sign may only be pedestrian-oriented in nature. The sign shall be no larger than 9 square feet and 3 feet wide. The sign must be located no further than 12 feet from the business entrance. Only one sign is permitted per business. The sign may only be displayed during business hours and must be located in a well-lit area if business hours extend past daylight hours. Sign placement must maintain a 5-foot corridor on the sidewalk, not obstruct entrances, stairs, handicap ramps or be located within the vision triangle. Sandwich Board Signs must be constructed out of durable materials and be well maintained. Sandwich Board Signs and Feather Signs for multi-tenant centers are allowed provided they comply with LMC 16.75.100.H and I. Contact the City of Lacey for more information.

I have read the above and understand the restrictions that apply to my temporary signs. I understand that violation of the sign regulations may result in sign removal or monetary penalties.

\_\_\_\_\_  
 Applicant's Signature

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Print Applicant's Name