

BUSINESS BANNER SIGNS

Lynnwood Businesses may display temporary, commercial banners as authorized by the Lynnwood Municipal Code. The rules for commercial banners are summarized below. For additional information and to confirm current regulations, see Chapter 21.16 of the Lynnwood Municipal Code (LMC).

	Question	Answer
1.	Is a permit required for a commercial banner?	Yes.
2.	How much is the fee for a banner sign permit?	\$38. (Prior to June 1, 2014: \$36)
3.	What documents or information are required for a banner sign permit?	Sign permit application form with property owner authorization Two sets of plans or details with the following information: Type of business event (see below) Size of banner (dimensions) and business floor area (sq. ft.) Location of installation on building Description of the method/means of attachment Display dates for the banner (install date & removal date)
4.	How many banners may a business display at any one time?	One. Businesses with more than one street frontage may display one banner oriented toward each street frontage.
5.	When can banners be displayed?	A banner may be displayed during each of the following business events: 1) pre-grand opening (prior to Certificate of Occupancy or business license); and 2) grand opening (upon issuance of Certificate of Occupancy and business license); and 3) periodically on an ongoing basis.
6.	Where can a banner be displayed/installed?	Normally, a banner may only be mounted or attached to a building, and at the business' occupancy. Banners may not be hung from fences, light poles, vehicles, or be free-standing.
7.	What size banner is allowed?	Maximum banner size is based upon building floor area as shown in the tables below.
8.	What are the rules for a banner for a pre-grand opening event?	See Table 1 (next page).
9.	What are the rules for a banner for a grand-opening event?	See Table 1 (next page).
10.	What are the rules for a banner for a periodic business event?	See Table 2 (next page).

Lynnwood Permit Center

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Table 1 (Codified as Table 21.16.255J)

Banner for Pre-Grand Opening Event and Grand Opening Event	Commercial Use	Public, Institutional, or Non-profit Use	Multiple-family Residential Use
1. Pre-grand opening event			
a. One-time banner	Permitted	Permitted	Permitted
b. Maximum duration of banner (consecutive days)	30	30	30
2. Grand-opening event			
a. One-time banner	Permitted	Permitted	Permitted
b. Maximum duration of banner (consecutive days)	45	45	45
3. Maximum number of banners	1 per occupancy's street frontage	1 per occupancy's street frontage	1 per occupancy's street frontage
4. Permitted location (unless otherwise authorized)	On building, at business occupancy	On building	On building
5. Maximum size of banner (based upon floor area of occupancy)			
a. 0 – 15,000 sq. ft.	32 sq. ft.	32 sq. ft.	32 sq. ft.
b. 15,001 – 30,000 sq. ft.	48 sq. ft.	48 sq. ft.	40 sq. ft.
c. 30,001 – 60,000 sq. ft.	60 sq. ft.	60 sq. ft.	60 sq. ft.
d. Greater than 60,000 sq. ft.	72 sq. ft.	72 sq. ft.	72 sq. ft.
6. Minimum interval between displays (applies to grand-opening banners and all periodic displays)	30	30	-

Table 2 (Codified as Table 21.16.255K)

Banner For Periodic Event (such as a holiday sale)	Commercial Use	Public, Institutional, or Non-Profit Use	Multiple-family Residential Use
1. Periodic event	Permitted	Permitted	-
a. Maximum number of events per calendar year	2	2	-
b. Maximum duration of banner (consecutive days)	30	30	-
2. Maximum size of banner (based upon floor area of occupancy)			
a. 0 – 15,000 sq. ft.	32 sq. ft.	32 sq. ft.	32 sq. ft.
b. 15,001 – 30,000 sq. ft.	48 sq. ft.	48 sq. ft.	40 sq. ft.
c. 30,001 – 60,000 sq. ft.	60 sq. ft.	60 sq. ft.	60 sq. ft.
d. Greater than 60,000 sq. ft.	72 sq. ft.	72 sq. ft.	72 sq. ft.
3. Maximum number of banners	1 per occupancy's street frontage	1 per occupancy's street frontage	1 per occupancy's street frontage
4. Minimum interval between pre-grand opening event or grand-opening event and periodic event (consecutive days)	30	30	-
5. Minimum interval between periodic events (consecutive days)	30	30	-
6. Permitted location (unless otherwise authorized)	On building, at business occupancy	On building	On building