



**COMMUNITY DEVELOPMENT DEPARTMENT**

**Code Administration Division**

**129 North Second Street, 2nd Floor Yakima, Washington 98901**

**Phone (509) 575-6126 • Fax (509) 576-6576**

**codes@yakimawa.gov • www.buildingyakima.com**

**BANNER**  
**REGULATORY PERMIT APPLICATION**  
YMC 8.30 Street and Building Decorations

**Fee (please select one):**

E. Yakima Ave./Naches Ave.     \$100 for one week OR     \$200 for two weeks

E. Yakima Ave./N. 1<sup>st</sup> St.         \$100 for one week OR     \$200 for two weeks

W. Yakima Ave./7<sup>th</sup> Ave.         \$100 for one week OR     \$200 for two weeks

N. Front St. / Yakima Ave.       \$50 for one week    OR     \$100 for two weeks

E. A St./N. 1<sup>st</sup> St.                 \$50 for one week    OR     \$100 for two weeks

**Applicant Info - Installer (must be authorized agent of Sign Company):**

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

Licensed Sign Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Alternate Phone: \_\_\_\_\_

Email: \_\_\_\_\_

**Organization Info (name of the organization the Sign Company is applying on behalf of)**

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

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Alternate Phone: \_\_\_\_\_

Email: \_\_\_\_\_

**Contact info to be used in the event of a problem:**

Same as applicant/installer info above

Same as organization info above

Other:

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

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Alternate Phone: \_\_\_\_\_

Email: \_\_\_\_\_

**Banner Details:**

1. This banner is promoting a community event as defined by YMC 8.30 and the event/organizer meets the definition of a:  
 Nonprofit Organization (IRS tax-exempt certificate must be attached)  
 Community Event Sponsor  
 City-Sponsored Event
  
2. Banner wording or message to be printed on the banner: \_\_\_\_\_  
\_\_\_\_\_
  
3. Sample artwork is a **required attachment** in order for the application to be accepted. Have you attached the sample artwork?  Yes  No
  
4. Commercial sponsorship (acknowledgement or logo) is allowed but shall not comprise the primary message of the banner. Please list sponsor logos that will be on the banner:  
\_\_\_\_\_  
\_\_\_\_\_
  
5. Banner to be installed on \_\_\_\_\_ and removed on \_\_\_\_\_
6. Event starts on \_\_\_\_\_ and ends on \_\_\_\_\_
7. Banner size (height and width): \_\_\_\_\_
8. How will banner be secured: \_\_\_\_\_  
\_\_\_\_\_

**Please read through the following regulations for banner permits:**

- Applications may be submitted up to six month prior to the event, but must be submitted with applicable fees at least 30 days prior to installation.
- Qualified applicants include nonprofit organizations, community event sponsors or City sponsored events. Banners cannot advertise commercial product sales or events, political events or religious events
- Banners may only promote a community event as defined in YMC 8.30.050; no events outside of the city limits may be promoted.
- No banner permit application shall be approved, nor a permit issued, to other than a contractor who has been issued a certificate of registration by the Washington State Department of Licenses pursuant to Chapter 18.27 of the Revised Code of Washington.
- The size of the banner(s) shall be a maximum of four (4) feet in height and a maximum of forty (40) feet in width with a minimum of 20% of the banner area having air passage vents provided.
- The banner(s) shall be made from durable light weight material meeting banner manufacturer's standards and designed to withstand wind speeds of 80 MPH. They shall not contain any decorative materials.

- Connections to City support cables shall be made with sufficient number and size of fasteners to safely support the weight of the banner, including wind loading. Grommets shall be provided in the banner material at each attachment point.
- Lines shall be provided at corners of banners to position and maintain banner deployment. Lines shall be securely fastened to strain pole cable brackets with mechanical fasteners such as steel carabineers or similar devices.
- Banner permits shall be valid for a period of either one or two weeks. Requests for permit extensions will be considered by the Economic Development Manager, or his/her designee, based on other requests for banner placement that are pending/approved.
- Banners must be removed no later than three (3) days after the permit expiration date. Banners not removed will be removed by the City and any costs associated therewith shall be paid by the permit holder. Banners removed by the City will be retained for ten business days, after which they will be discarded.
- Full details governing street and building decorations can be found in YMC 8.30

This application is intended to facilitate the process of obtaining a Banner Permit. Because banners differ in so many areas, you may be asked to provide other information not covered in this application. It is your responsibility to verify the item you are attaching the banner to be compatible with the method of attachment provided for on the banner. The issuance of this license does not entitle you to conduct business in violation of any federal, state or local laws applicable to the business operation.

**Applicant signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Bond-Liability Insurance:**

Before any permit shall be issued to a licensed sign installation company for the installation of outdoor banners or other decorative material for advertising or decorations, and as a prerequisite thereto, the licensed sign installation company shall execute and deliver to the city of Yakima a certificate of insurance from a surety company authorized by law to transact the business of surety in the state of Washington, providing that the applicant shall keep and save harmless the City, it's officers, officials, agents and employees from any and all claims, damages, judgments and expenses, together with any other liability that may arise, from any and all claims, damages, judgments and expenses and any other liability that may arise from any negligence of the applicant, it's agents, servants, contractors, or employees, or any of them, in the erection, servicing, maintaining or removing of any banner or other decorative material. **The certificate of insurance shall provide the following minimum liability coverage: Combined Single Limit bodily injury and property damage coverage in the amount of \$1,000,000.00, and \$2,000,000.00 aggregate.**

**HOLD HARMLESS AGREEMENT**

State of Washington )  
 ) ss.  
County of Yakima )

\_\_\_\_\_, first being duly sworn on oath deposes and says:  
(name of applicant)

I am the applicant or lawful agent of an applicant for a banner permit authorized pursuant to Chapter 8.30 of the City of Yakima Municipal Code. I know and understand the risks inherent in installing banners and/or decorations that include, but are not limited to: obstruction to traffic, collision with obstructions and contact with high voltage lines. I understand that in granting to me the aforementioned permit, the City may become liable to others because of the risks in the installation of banner and/or decorative materials including but not limited to, those risks mentioned herein. In consideration for granting the aforementioned permit, I agree to defend, indemnify and hold harmless the City of Yakima, its officers, agents and employees against any and all claims or liability based on or arising from the granting of the aforementioned permit.

\_\_\_\_\_  
(authorized representative of licensed sign company/installer)

State of Washington )  
 )  
County of Yakima )

On this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_, before me personally appeared \_\_\_\_\_, whose identity was proved to me on the basis of satisfactory evidence to be the person whose name is subscribed to this instrument, and acknowledged that he/she executed the same.

\_\_\_\_\_  
Notary Public in and for the State of Washington,  
Residing at: \_\_\_\_\_  
My commission expires: \_\_\_\_\_.