

Outdoor Vendor Temporary Sign Agreement

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

The following temporary signs are 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.

Please note that this Outdoor Vendor Temporary Sign Agreement is only valid for one year.

Applicant Name: _____

Mailing Address: _____

Email Address: _____

Business Name: _____

Business Address: _____

Phone Number: _____

Description of Sign Location(s) (give address or description of sign locations, if known)

I acknowledge and affirm compliance with the following:

An Outdoor Vendor Sign must be placed in conformance with [Issaquah Municipal Code \(IMC\) 18.612 Article IV](#):

- The sign type proposed is allowed in the location indicated. Outdoor Vendor signs are used with food trucks, fruit or vegetable stands, tree stands, pop-up uses, accessory vending stands, and similar activities.
- The temporary sign will be removed when this agreement is no longer valid. The sign follows the use but in no case is the agreement valid for longer than 365 days.
- 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 signs will be placed with the use: if the use is allowed on-site, then the signs will be completely outside of the public right-of-way. If the use is allowed in the right-of-way, signs are placed consistent with [IMC 18.612.100.A\(7\)](#).
- Option 1:
 - One A-Frame, no greater than 6 square feet in size and no greater than 4 feet in height
 - One Commercial Banner up to 16 square feet OR the business name on a parked vehicle. The maximum height of the banner or sign on the vehicle is 8 feet.
- Option 2:
 - Two A-Frames, each no greater than 6 square feet in size and no greater than 4 feet in height. No vehicle name may be present or visible.
- Menu boards, without advertising and a logo no more than 15% of the menu board and no bigger than 6 square feet or 4 feet tall.
- The signs may be placed outside during business or service hours only.

- A-Frame signs shall be placed in conformance with [IMC 18.612.100.A\(7\)](#) including:
 - Not create a traffic safety hazard by interfering with the vision of drivers entering or leaving the premises.
 - Be located so as not to interfere with the opening of car doors, use of bicycle parking facilities, bus stops, loading zones, or pedestrian traffic.
 - Be located so an unobstructed passageway of 48 inches in width will be maintained for accessible travel routes on all public and private rights-of-way, such as sidewalks and walkways.
 - Be placed on-site if the Outdoor Vendor is allowed only on-site.
 - Be placed in right-of-way only if the business or services has a permit to operate in the right-of-way.
- 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. Outdoor Vendor Temporary Sign Agreement is valid only if all the following are met:
 - When use is allowed
 - Signs are consistent with [IMC 18.612](#)
 - The business is open
 - In no case, longer than 365 days following receipt of a Sign Permit Number from the City.
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.