

## Duvall Municipal Code (DMC) 14.50 Signs: Erecting or Relocating a Sign

Please note this brochure is for general guidance. Please contact a planner at City Hall or consult 14.50 DMC for full list of requirements

P.O. Box 1300  
15535 Main Street NE (City Hall)  
14525 Main Street NE (Public Works/Building)

Phone: 425-788-3434 (Public Works/Building)  
Phone: 425-788-1185 (City Hall)  
E-mail: melanie.young@duvallwa.gov (Permits)  
E-mail: ben.swanson@duvallwa.gov (Code Questions)  
www.duvallwa.gov

### Temporary Signs

Most temporary signs require a permit including banners, A-boards and similar displays (see DMC14.50.150 – Temporary Signs.)

#### Banners

Size– Max of 20% of façade or 150 sq ft

Location— Subject property or sponsoring business (except landscape areas).

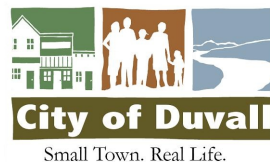
Duration - Four times per calendar year for a 14 day period, except grand openings which may be displayed for a period of 45 days.

#### A-Boards

Size—Two feet in width and 4 feet in height. Max 6 sq ft

Location—Subject property or in front of sponsoring business

Duration—Business hours



### 14.50.090(A)(1)- Allowable building mounted sign area.

Primary Façade Area	Maximum Site Area
100-199 square feet	13%
200-499 square feet	greater of 26 sq. ft. or 10%
500-999 square feet	10%
1000-1499 square feet	greater of 99 sq. ft. or 9%
1500-2999 square feet	greater of 135 sq. ft. or 8%
3000 +	greater of 240 sq. ft. or 6%

Table 14.50.2

## Determine type of building mounted sign

### Step 1

A. Identify if the type of sign is allowed such as freestanding, wall, projecting etc... (see the table under DMC 14.50.080).

B. Determine the zone for the property by consulting the Zoning Map on the City's website or by contacting a planner at City Hall.

### Step 2

Review your proposed sign against the general design standards in DMC 14.50.120. In addition to this, specific design standards for your type of sign are available under DMC 14.50.130.

## Determine your maximum allowable sign area

### Step 3

Determine your FAÇADE AREA by multiplying the length and width of the front (primary entrance) of the building or tenant space

### Step 4

Use the table in DMC 14.50.090(A)(1) or on this brochure to find the total allowable signage you are allowed. Please note additional requirements listed under this section .

## Sign Design

### Step 5

Review DMC 14.50.110 to ensure the characters logo(s) and sign size do not exceed the maximum allowable area.

### Step 6

Think about the primary message you would like to convey to the public and keep it simple. Avoid overcrowding the sign with phone numbers and email address.

### Step 7

Review examples used in the sign code for ideas. You can also tour Duvall or neighboring cities like Snoqualmie.

## Lighting Standards

### Step 8

The general external lighting standards are located in DMC 14.50.120 (B). Internal and external illumination standards are located in specific design standards for your type of sign are available under DMC 14.50.130 and 14.50.080.

## Projecting Signs

### Step 9

If your sign projects over the sidewalk or any other public right-of-way the city shall be indemnified against all damages; and a liability insurance policy shall be obtained with the city named as co-insured with a minimum coverage of one million dollars (\$1,000,000.00).

## Get a sign permit

### Step 10

Sign permits are required for all signs except those exempt under DMC 14.50.060. Contact the Public Works/Building Department for a permit application. If you have specific code questions contact the Planning Department .

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### Allowable Freestanding Signs DMC 14.50.120 (F)

