

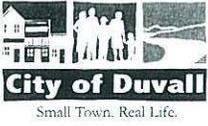
## Special Event Banner Permit Policy & Application Criteria, Standards, & Specifications

The City of Duvall provides public facilities for banner display by community-based groups. These facilities are a public resource and require advance application and payment of fees for their use to cover direct costs of banner installation and removal.

- a. **Eligible Events:** A Public Event that will occur within the City of Duvall, or within close proximity to the City, that will provide civic, cultural, educational, philanthropic, or service opportunities to Duvall citizens.
- b. **Eligible Applicants:**
  1. Groups/organizations that are not-for-profit or non-profit, and government agencies.
  2. Groups/organizations must be located within the City, or provide services within the City, or include a significant number of city-based members/participants
- c. **Banner Permit Fee: \$100.00 for each banner.**  
(The fee covers the cost of City staff time for installation and removal of banner)
- d. **Timeline and submittal process:**
  1. Banners will be displayed no more than 3 weeks in advance of an event.
  2. Fee must be paid at least 30 days in advance.
- e. **Banner Specifications:** (Banners must be constructed and prepared by a professional sign shop that is experienced in making adequate street Banners. Improperly constructed banners can be hazardous and costly.)

- Banner Size: - 3 ft high x 30 ft wide **or** 4 ft high x 30 ft wide.
- Banner Material: - Banner must be made of heavy, durable material such as 17oz - 19oz vinyl.  
- The entire perimeter of the banner shall be hemmed and commercial-grade double stitching used.
- Webbing: - Flat webbing should be stitched into upper and lower hem. The webbing should loop around a heavy duty "D" ring at the end of the hem with a minimum of 6" of webbing secured within the hem. All corners to be reinforced with an additional layer of vinyl and stitched in place (see illustration).
- Grommets: - Grommets will be Brass or Stainless Steel with a minimum grommet size #3. Grommets are to be placed every 2 feet along the entire top of the banner.
- Wind Slots: - Banners will have wind slots (wind load relief flaps) cut in a semicircle shape to be placed in the face of the banner to prevent the banner from whipping during windy periods  
- The wind slots shall be spaced uniformly to provide uniform wind load reduction.  
- **Wind slots shall be:**  
**3' x 30' banner – 16 slots with a diameter of 9".**  
**4' x 30' banner – 20 slots with a diameter of 9"**





# City of Duvall Special Event Banner Permit

## Illustration of Recommended Banner Corner Construction

(not to scale)

