



Project Address: _____

Business Name: _____

Number of Signs: _____ Construction value: \$ _____

Sign Type:

- Canopy/awning
- Fascia
- New Signage
- Projecting
- Under-canopy/under-awning
- Re-face only
- Development/Construction
- Free standing
- Other: _____

Provide detailed sign measurements on the back of this form

Contact Information

Owner (Company/Person): _____

Address: _____

Phone: _____ Cell: _____ E-mail : _____

Applicant (Company/Person): _____

Address: _____

Phone: _____ Cell: _____ E-mail : _____

Sign Contractor (Company/Person): _____

Address: _____

Phone: _____ Cell: _____ E-mail : _____

REQUIRED DOCUMENTATION	Required	Submitted	Not Req'd
Letter of Authorization (Signed by every Person on Title)	✓		
<u>Title Search</u> (no older than 48h old – obtain from BCLTSA office)	✓		
Site Plan – 2 copy 11"x17" (all measurements in Metric) <ul style="list-style-type: none"> • Lot Boundaries • Sign Location(s) • Parking & Walking Areas 	✓		
Sign Graphic Drawings – 2 copy 11"x17" (all measurements in Metric) <ul style="list-style-type: none"> • Coloured Renders • Dimensions of sign and wall, & height and clearance dimensions • Sign weigh and support structure 	✓		
Application Fee - \$154.08 – Cash, Debit, or Cheque Accepted	✓		
Structural Engineer Shop Drawings (all measurements in Metric)	*		
"Schedule B" – Structural Engineer	*		
Contractor Liability Insurance – Naming the City as additional insured	*		

* Note: Not all sign applications require the services of a structural engineer, such as but not limited, sign re-faces, canvas or vinyl banners, foam lettering and painted signs. If you are unsure if your application requires an engineer, please contact the Building Division.

INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED

All applicants must comply with **Sign Bylaw No. 7867, 2017**. I, the undersigned, have read and understood all requirements of this permit.

Signature: _____ **Date:** _____

