



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 next page 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)	✓		
Title Search (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 	✓		
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: _____

