



# NEW WESTMINSTER Guide: Sign Permits

September 2018

## What is a Sign?

Any structure, device or visual display which communicates information or attracts the attention of persons for any purpose.

## Sign Bylaw

Sign Bylaw 7867, 2017 regulates the installation, alteration, maintenance and removal of signs, advertisements, and structures within the City of New Westminster.

Each zoning district has requirements for the types and size of signs allowed. The complete Bylaw is available online at [www.newwestcity.ca/bylaws](http://www.newwestcity.ca/bylaws).

## Sign Permits

If you are considering putting up new signage, or changing the existing signage for your business you will need to obtain a sign permit. [www.newwestcity.ca/sign-permits](http://www.newwestcity.ca/sign-permits)

## Structural Engineering

A structural engineer must ensure that all signs are properly supported or attached to the building. As part of the application, please submit a B-letter and sealed shop drawings for all new signs, as well as for the refacing of older signs that were installed without permits. To find a structural engineer, please contact your sign company.

## Application Steps

1. The applicant submits a sign permit application to the Building Division.
2. The applicant pays the required fee and submits two complete sets of sign plans.
3. Plans are reviewed by the Planning Division for Sign Bylaw compliance.
4. Plans are reviewed by the Building Division for Building Code compliance.
5. The applicant applies for a Street Occupancy Permit if access to a city street or sidewalk is need for installation
6. When all requirements have been met the permit is issued and the applicant may commence work.
7. When the sign installation is completed, the engineer or associated firm must deposit a letter with the City stating that the sign has been installed and inspected under the engineer's supervision in accordance with the submitted plans.
8. The Building Division does the final inspection.



# Frequently Asked Questions ?

## How much is the permit fee?

Fees are based on the value of sign construction. Please contact the Building Division for a fee estimate.

## Do I need to use a professional sign company?

No, a professional sign company is not required. However, they can help the owner determine the best signage program for their business, as well as connect them to engineers and contractors.

## Do I need a permit if I am only changing the face of the sign?

Yes. Face changes or reskinning of signs require permits.

## What if my business is in a heritage building?

There are special design guidelines for signs along Columbia Street and Twelfth Street Heritage areas. Some signs may also need a Heritage Alteration Permit. Please contact the Planning Department for more information.

## What if I install my sign without getting a Sign Permit first?

You could receive a Municipal Ticket from the City with a fine of \$250, daily.

## Do all signs require a sign permit?

Sign Permits are not required for:

- Window signs
- Portable signs and sandwich boards
- Display Boxes & menu boards
- Heritage Plaques
- Home Based Business signs
- Community Event signs
- Temporary Banners
- Real Estate & Open House
- Election signs

These signs must meet the requirements of the bylaw (ex. size & location) but are not required to obtain a Sign Permit.

Applying for a permit or have a question about fees? Call the Building Division at 604-527-4580.

Questions on what's allowed? Contact the Planning Division at 604-527-4532 or [plnpost@newwestcity.ca](mailto:plnpost@newwestcity.ca)

### What's New?

Sign Bylaw 7867, 2017 was adopted by Council in July of 2017. It replaces the former Sign Bylaw 6625, 2000. Changes were made to make the Sign Bylaw easier to work with and to allow new sign types. Many new sign types are now allowed without permits.

New Signs types now allowed:

- Display boxes / menu boxes
- Sandwich boards on City property
- Temporary banners
- Light projections signs

### Changes:

- Fascia signs can now be split across architectural columns
- Fascia signs thinner than 10cm have no minimum clearance requirements
- Landscaping requirements have been reduced for freestanding signs
- Both canopy and fascia signs now allowed on the same unit
- Clarification has been added on the size of channel letter signs
- Digital message signs can change display every 6 seconds