



DO NOT CONSTRUCT OR PURCHASE A SIGN UNTIL A PERMIT HAS BEEN ISSUED

Application Number: _____ (Office use only)

Applicant Information

Full Name: _____

Mailing Address: _____ Postal Code: _____

Phone: _____ Cell: _____ E-mail: _____

Comments or contact instructions: _____

Property Owner Information *(if different from above)*

Full Name	Address and Postal Code	Phone	Email
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Property Information

Property Address: _____

Legal Description: _____

Property Identification Number (PID): _____

Lot Frontage (m/ft): _____

Business Frontage (m/ft): _____

Business District

- Pedestrian Commercial (Downtown)
- Residential/Commercial Transitional
- Pedestrian/Vehicle Commercial (West Village)
- Major/Rural Home-Based Business
- General Highway Commercial/Industrial



Sign Permit Application

Sign Information

Number of existing signs: _____ State changes to existing signs: _____

Type of proposed signs (Max. 2 per business frontage):

# of Signs	Type of Sign	Total Area (sq. ft./m ²)
	Awning	
	Marquee	
	Projecting	
	Wall (fascia)	
	Window	
	Freestanding <i>*Speak to the building department about special requirements.</i>	

Are any signs illuminated? Yes No Describe: _____

Drawings/pictures/diagrams must be provided with dimensions for all changes to existing and proposed signs.

Application Acknowledgment

Personal Information provided on this form is collected under the authority of the Community Charter/Local Government Act and will be used only for purposes related to your application. Your name will be treated as public information. Home address and telephone number will not be released except in accordance with the Freedom of Information and Protection of Privacy Act. Questions about the collection of personal information may be referred to City Hall at 250-992-2111.

Should there be any change in ownership or legal description of the property, I undertake to notify the Planning and Development Services Department immediately to avoid any unnecessary delay in processing the application.

I accept responsibility for delay caused by incorrect or insufficient submission materials. Processing begins only when an application is certified as complete. To be considered complete, the application must include this completed form, required fees, and supporting plans, relevant property title charges, documents and/or drawings as required.

 Applicant or Authorized Representative Name (Print) Signature Date

Authorization of Applicant

By signing this application I authorize the above applicant to apply for this permit, receive and submit information regarding this property and this application, and otherwise act on behalf of the property owner regarding this application.

 Owner's Name (Print) Owner's Signature Date

Note: A Letter of Permission stating the above is also accepted.

This checklist must be followed and submitted with your application form. If the application is incomplete it will affect the processing time of the pending application. Please complete the application by initialling under "Copies Attached" to verify completion of each submittal requirement. City staff will review the checklist and application package. Only complete applications will be accepted and assigned to staff for review.

Forms and Fees

Document	Copies Required	Details	Notes	Copies Attached	Accepted (staff)
Application Form	1	A Sign Permit application form must be completed and signed at time of submission.		<input type="checkbox"/>	
Application Fee	1	A non-refundable application fee, based upon the current effective Fee Schedule.		<input type="checkbox"/>	

Drawings Required

Document	Copies Required	Details	Notes	Copies Attached	Accepted (staff)
Site Plan	1	Showing the proposed sign in context of existing signs, buildings, and property lines.	Max size: 11"x17" PDF file	<input type="checkbox"/>	
Detailed Drawing	1	<ul style="list-style-type: none"> All dimensions of the sign structure, including the height and projection of the signs attached to buildings. The area of the sign and the area of typeface (lettering & logos). The design of the typeface. The manner of all sign illumination. The type of construction finish to be utilized. The method of supporting or attaching the sign. 	Max size: 11"x17" PDF file	<input type="checkbox"/>	

Additional Documents - ONLY if the City deems necessary

Document	Copies Required	Details	Notes	Copies Attached	Accepted (staff)
Current title search	1	Documentation of current ownership, including relevant property title charges (i.e. covenant), if applicable.	The title search must have been completed within 30 days of submission.	<input type="checkbox"/>	
Photographs	1	Showing proposed sign location and adjoining properties.	Contact the City for more information.	<input type="checkbox"/>	
Proof of liability insurance	1	For signage to be wholly or partly installed on or over public property.	Contact the City for more information.	<input type="checkbox"/>	