



COMMUNITY SERVICES GROUP
Development Services
Enquiry Centre

BILLBOARD SIGN PERMIT APPLICATION

Application is hereby made for a billboard sign permit as follows. Please complete both sides of this form in ink.

Rel to IR / BOV No.:		Application No.:	
PROPERTY ADDRESS:			Zone:
SPECIFICS OF PROPERTY ADDRESS (OFFICE USE):			
Legal Description: Lot _____ Subdivision _____ Block _____ District Lot _____ Plan _____			
NAME OF SIGN COMPANY:		Phone:	
Address:		Fax:	
City:	Postal Code:	Email:	
Business Lic. Acct. No.:	Provincial Cert. No.:	Cell:	
NAME OF MANUFACTURER:		Phone:	
Address:		Fax:	
City:	Postal Code:	Email:	
Business Lic. Acct. No.:	Provincial Cert. No.:	Cell:	
NAME OF PROPERTY OWNER:		Phone:	
Address:		Fax:	
City:	Postal Code:	Email:	
Business Lic. Acct. No.:	Provincial Cert. No.:	Cell:	
NAME OF TENANT OR LESSEE:		Phone:	
Address:		Fax:	
City:	Postal Code:	Email:	
Business Lic. Acct. No.:	Provincial Cert. No.:	Cell:	
TYPE OF BILLBOARD: <input type="checkbox"/> single face <input type="checkbox"/> double face <input type="checkbox"/> wall mount <input type="checkbox"/> horizontal <input type="checkbox"/> centre post <input type="checkbox"/> flag post <input type="checkbox"/> double post <input type="checkbox"/> vertical <input type="checkbox"/> cheque attached <input type="checkbox"/> photo attached <input type="checkbox"/> scaled sign drawings attached (two sets)			
FEES: Factory: \$ _____ Structural: \$ _____ Connection: \$ _____ Inspection: \$ _____ Other: \$ _____ Total Fee: \$ _____		Sign Value: <input type="checkbox"/> illuminated <input type="checkbox"/> non-illuminated What is the use of this property? _____ Is a separate Electrical Permit Required? <input type="checkbox"/> Yes <input type="checkbox"/> No	Sign Weight: Date Received: _____ Receipt No.: _____
Office Use Only	Approved subject to:		
Reason for Refusal:			
Site inspection done <input type="checkbox"/>		Date of inspection:	

Please continue application on reverse

DMENSIONS: Height _____ Width _____ Depth _____ (includes catwalk: <input type="checkbox"/> yes <input type="checkbox"/> no)				
HEIGHT from grade to bottom of sign _____ HEIGHT from grade to top of sign _____				
BILLBOARD CHECKLIST:		YES	NO	BY-LAW SECTION
SIZE:	(1) Area is 21.5 m ² (231 sq. ft.) or under			10.3.4
	(2) Located 50 m (295') or more from any other billboards			10.3.2(d)
	(3) 60 m (197') or more from a residential district			10.3.2(e)(i)
	(4) Located behind front face of nearest building			10.3.2(b)
	(5) Located behind the line drawn between two buildings			10.3.2(b)
	(6) Located behind building line and landscaped setback line			10.3.2(b), 11.3.1
HEIGHT:	(7) Is 7 m (23') or less from grade			10.3.3(a)
	(8) Not higher than 6.25 m			10.3.3(b)
	(9) Support structure is 300 mm (1'0") or less above side or rear roof line of any building within 5 m (16'4") of billboard			10.3.3(c)
LOCATION:	(10) 5 m (16'4") within property line when sign face is parallel to or facing an angle of less than 30% with the street			10.3.2(e)(ii)
	(11) Encroaches over a street or sidewalk			10.3.2(a)
	(12) 30 m (98') away from any parking lot advertising sign			10.3.2(e)(iii)
	(13) 15 m (49') away from any sign located in a bus shelter			10.3.2(e)(iv)
	(14) Does not obstruct the lighting, ventilation, access or operation of a window			11.1.1
	(15) Landscaping has been provided where applicable			10.3.5
<p>PLEASE CAREFULLY READ THE FOLLOWING:</p> <p>As owner or owner's agent, I have verified that the information contained within this document and associated applications and plans is correct and that I am acting with the owner's full knowledge and permission. In consideration of the granting of a Sign Permit or Sign Registration I agree to comply with all applicable requirements of the Sign By-law, Zoning and Development By-law, Building By-law and Encroachment By-law, and all other applicable laws, by-laws and regulations, and to indemnify and save harmless the City of Vancouver and its officials, officers, employees and agents ("City Personnel") against all claims, liabilities, judgements, costs and expenses which may accrue against the City of Vancouver in consequence of and incidental to the permissions to place, erect or display the sign. I further certify that the sign and its supports meet the construction requirements in the Sign By-law and the Building By-law.</p>		<p>ATTACH PHOTO HERE (Please provide a photo indicating the proposed location of the billboard on the subject site)</p>		
SIGNATURE OF APPLICANT (Authorized Officer of Company)				
NAME OF APPLICANT (Please print)				
COMPANY NAME (Please print)				
SIGNED AT VANCOUVER, BC (Please print date of application)				
Please use this space for additional information If required				

Please note that Applicants wishing to appeal to the Board of Variance are requested to apply for a Sign Permit with the Development Services Enquiry Centre prior to submitting their applications for appeal.