



COMMUNITY SERVICES GROUP
Development Services
Enquiry Centre

SIGN PERMIT APPLICATION

Applications must include application fee and original signature. Please use ink. Note: separate forms are required for awnings and billboards.

| | | | |
|--|------------------------------------|--|----------------|
| Rel to IR / BOV No.: | | Application No.: | |
| PROPERTY ADDRESS: | | | Zone: |
| SPECIFICS OF PROPERTY ADDRESS: | | | |
| 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: | |
| NAME OF ELECTRICAL CONTRACTOR (SEE NOTE**): | | Phone: | |
| Address: | | Fax: | |
| City: | Postal Code: | Email: | |
| Business Lic. Acct. No.: | Provincial Cert. No.: | Cell: | |
| | Expires: YY MM DD | | |
| FSR (AR) reg.#: _____ FSR Class Code: _____ | | **Note: Electrical contractor must be named on the application for a sign permit to do interconnection of electrical components of the sign, if the sign contractor is not a registered electrical contractor. | |
| Name and signature of authorized permit signing officer: | | | |
| Name: _____ | Signature: _____ | | |
| Date: YY MM DD | | | |
| NAME OF PROPERTY OWNER: | | Phone: | |
| Address: | | Fax: | |
| City: | Postal Code: | Email: | |
| NAME OF TENANT OR LESSEE: | | Phone: | |
| Address: | | Fax: | |
| City: | Postal Code: | Email: | |
| TYPE OF SIGN: <input type="checkbox"/> facia <input type="checkbox"/> projecting <input type="checkbox"/> canopy <input type="checkbox"/> under-canopy <input type="checkbox"/> under awning <input type="checkbox"/> marquee <input type="checkbox"/> free-standing <input type="checkbox"/> parking lot pylon <input type="checkbox"/> other (please explain) _____ <input type="checkbox"/> illuminated <input type="checkbox"/> cheque is attached <input type="checkbox"/> photo is attached <input type="checkbox"/> non-illuminated <input type="checkbox"/> two sets of sign drawings (to scale) are attached | | | |
| FEES: | | Sign Value: | Date Received: |
| Permit Fee: \$ _____ | | Sign Weight: | Receipt No.: |
| Electrical: \$ _____ | | | |
| Structural: \$ _____ | What is the use of these premises? | | |
| Other: \$ _____ | | | |
| Total Fee: \$ _____ | | | |

Note: A separate electrical permit is required for a power supply connection to a permanently connected sign. This permit shall be obtained by an electrical contractor under provisions of the City Electrical By-Law (Bulletin 2005-006-EL).

| | | | |
|--|---|---|--|
| PROPOSED WORDING ON SIGN: | | | |
| TYPE OF LIGHTING: <input type="checkbox"/> Fluorescent _____ length of tubing <input type="checkbox"/> Neon _____ length of tubing <input type="checkbox"/> Incandescent _____ no. of lamps <input type="checkbox"/> Other (specify) _____ | | | |
| FOR FACIA SIGNS: | FOR PROJECTING SIGNS: | FOR FREE-STANDING SIGNS: | |
| DIM.: Length_____ Ht._____ Depth_____ | DIM.: Length_____ Ht._____ Depth_____ | DIM.: Length_____ Ht._____ Depth_____ | |
| PROJECTION from building face: | PROJECTION from building face: | DISTANCE from building face: | |
| PROPERTY frontage (linear dim.): | PROPERTY frontage (linear dim.): | PROPERTY frontage (linear dim.): | |
| HEIGHT above roof line: | DISTANCE from nearest property line: | DISTANCE from nearest property line: | |
| OVER: <input type="checkbox"/> private or <input type="checkbox"/> public property | PROJECTION past property line: | PROJECTION past property line: | |
| HEIGHT from grade to bottom of sign: | HEIGHT from grade to bottom of sign: | HEIGHT from grade to bottom of sign: | |
| NUMBER of storeys in this building: | HEIGHT from grade to top of sign: | HEIGHT from grade to top of sign: | |
| On ground floor premises? <input type="checkbox"/> yes <input type="checkbox"/> no | HEIGHT above roof line: | Are there any other free standing signs on these premises? <input type="checkbox"/> yes <input type="checkbox"/> no If yes, please indicate location(s) on your site plan. | |
| If no, please provide a site plan and an elevation. | HEIGHT of support structure above roof: | | |
| Are there residential premises directly across from the sign location? | | ATTACH PHOTO HERE (Please provide a photo indicating the proposed location of the sign on the applicable building face.) | |
| Are you making separate application for any other signs at this location? If yes, please explain below. | | | |
| REQUIRED ADDITIONAL INFORMATION FOR ALL SIGNS: | | | |
| FRAME MATERIAL | | | |
| CROSS BRACING | | | |
| SIGN FACE MATERIAL | | | |
| METHOD OF ATTACHMENT | | | |
| 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. | | | |
| SIGNATURE OF APPLICANT (Authorized Officer of Company) | | | |
| NAME OF APPLICANT (Please print) | | | |
| COMPANY NAME (Please print) | | | |
| YOU ARE: <input type="checkbox"/> Sign Company <input type="checkbox"/> Manufacturer <input type="checkbox"/> Other (please explain) | | | |
| DATE OF APPLICATION | | | |
| Please use this space for additional information If required | | | |
| Office Use Only | Approved subject to: | | |
| | | | |
| | | | |