

Sign Permit Application
City of Vancouver



The Sign By-law regulates signs on private property. For information on allowable signs and requirements, review the Sign By-law at:
<http://vancouver.ca/your-government/sign-bylaw.aspx>

Most sign types require permits, except for signs listed in section Part 6 of the Sign By-law.
In addition signs to be located on protected heritage sites require a Heritage Alteration Permit.

To apply for a sign permit, submit this form along with the additional documents listed on this form, or register for an online account and submit your application at:
<https://vancouver.ca/permits/apply/login>

An application fee is required at the time of application. Information on required fees is found in the Sign Fee By-law, and there is information on this available at:
<http://vancouver.ca/doing-business/sign-permit.aspx>

Incomplete applications cannot be processed and will be returned to the applicant.

Property Information - Required Information	
Property Address	
Use of this premises	
Sign Bylaw District or Part	
Zoning District	
Number of storeys in this building	
Number of storeys of this premises	
Photo of the premises is attached (existing conditions without digital additions)	

Proposed Sign Type - Check one ✓ (a separate application form is required for each proposed sign)	
<input type="checkbox"/> Awning	<input type="checkbox"/> Free-standing wayfinding
<input type="checkbox"/> Billboard	<input type="checkbox"/> Large Hoarding
<input type="checkbox"/> Canopy	<input type="checkbox"/> Mansard roof
<input type="checkbox"/> Electronic Message	<input type="checkbox"/> Moving
<input type="checkbox"/> Electronic Static Image	<input type="checkbox"/> Projecting
<input type="checkbox"/> Electronic Video	<input type="checkbox"/> Sign in conjunction with a Mural
<input type="checkbox"/> Fascia	<input type="checkbox"/> Under-canopy
<input type="checkbox"/> Free-standing	<input type="checkbox"/> Under awning
<input type="checkbox"/> Other (explain):	

Drawing Sets	
<input type="checkbox"/>	Two scaled drawing sets are attached with metric dimensions (imperial dimensions may be included in brackets)

Sign Copy Drawings - Required Information			
<input type="checkbox"/>	Proposed Sign wording		
Drawings identify the location and label dimensions of:		Proposed:	Sign Bylaw allowance for this premises:
<input type="checkbox"/>	Sign Area		
<input type="checkbox"/>	Vertical Dimension (height from bottom to top of sign)		
<input type="checkbox"/>	Width		
<input type="checkbox"/>	Depth		
<input type="checkbox"/>	Copy Area		
<input type="checkbox"/>	Type of Copy (describe)		

Site Plan / Floor Plan Drawings - Required Information			
Drawings identify the location and label dimensions of:		Proposed:	Sign Bylaw allowance for this premises:
<input type="checkbox"/>	North arrow		
<input type="checkbox"/>	Building location		
<input type="checkbox"/>	Location of premises within the building		
<input type="checkbox"/>	Main entry location		
<input type="checkbox"/>	Property line location and site width dimension		
<input type="checkbox"/>	Property line location and site depth dimension		
<input type="checkbox"/>	Location of Streets, Lanes, and Curbs		
<input type="checkbox"/>	Parking Areas and vacant areas location		
<input type="checkbox"/>	Premises frontage dimension		
<input type="checkbox"/>	Proposed sign location		
<input type="checkbox"/>	Distance from sign to nearest intersecting property line (dimension)		
<input type="checkbox"/>	Distance from sign to nearest property line or adjacent tenant (dimension)		
<input type="checkbox"/>	Projection of sign past the property line (dimension)		
<input type="checkbox"/>	Location of other existing Freestanding signs on the property		

Elevation Drawings - Required Information			
Drawings identify the location and label dimensions of:		Proposed:	Sign Bylaw allowance for this premises:
<input type="checkbox"/>	Proposed sign location		
<input type="checkbox"/>	Location of grade (ground)		
<input type="checkbox"/>	Clearance dimension (height from grade to bottom of sign)		
<input type="checkbox"/>	Premises frontage length dimension		
<input type="checkbox"/>	Building storey floor lines location		
<input type="checkbox"/>	Distance from the proposed sign to the nearest tenant (dimension)		
For signs attached to a building, drawings identify :			
<input type="checkbox"/>	Location of all windows and doors		
<input type="checkbox"/>	Roof/parapet line location		
<input type="checkbox"/>	Height of sign and supporting structure above the roof (dimension)		
<input type="checkbox"/>	Projection from building face (dimension)		

Partial Section Drawings at the Sign Location - Required Information		
<input type="checkbox"/>	Drawings identify the location and label dimensions of:	Proposed: Sign Bylaw allowance for this premises:
<input type="checkbox"/>	Proposed sign location	
<input type="checkbox"/>	Location of grade (ground)	
<input type="checkbox"/>	Clearance dimension (height from grade to bottom of sign)	
<input type="checkbox"/>	Premises frontage length dimension	
<input type="checkbox"/>	Building storey floor lines location	
<input type="checkbox"/>	Distance from the proposed sign to the nearest tenant (dimension)	
For signs attached to a building, identify:		
<input type="checkbox"/>	Location of all windows and doors	
<input type="checkbox"/>	Roof/parapet line location	
<input type="checkbox"/>	Height of sign and support structure above roof (dimension)	
<input type="checkbox"/>	Projection from building face (dimension)	

Sign Structure and Materials - Required Information	
Frame Material	
Cross Bracing	
Sign Face Material	
Method of Attachment	
Sign Weight	
Structural Drawings are required for: signs over 200lbs, freestanding signs, signs above the second storey.	
<input type="checkbox"/>	Two signed sealed structural drawing sets are attached
<input type="checkbox"/>	One copy of signed sealed Schedule B Letter of Assurance
<input type="checkbox"/>	One copy of signed sealed Structural Concept Review Letter
Forms are available at: http://vancouver.ca/home-property-development/application-forms-and-checklists.aspx	

Sign By-law Compliance and Relaxations	
Does the proposed sign comply with the Sign By-law?	
Is a relaxation under Part 15 of the Sign By-law being requested?	
Identify the reason for the relaxation request:	
<input type="checkbox"/> Unnecessary hardship	<input type="checkbox"/> New Technology
<input type="checkbox"/> Heritage property, historic area, historic sign	<input type="checkbox"/> Special Event
<input type="checkbox"/> A rationale letter explaining the request and how the proposal meets the parameters of Part 15 of the Sign By-law is attached.	
Information is available in the Sign By-law Relaxation and Sign By-law Amendment Guide at: http://vancouver.ca/your-government/sign-bylaw.aspx	

Required for Illuminated Signs	
Type of Illumination	
Electrical contractor must be named on the application for a sign permit to do interconnection of electrical components of a sign, if the sign contractor is not a registered electrical contractor. 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).	
Electrical Contractor - Name	
<input type="checkbox"/>	Attachment “A” to Bulletin 2005-006-EL/AD, Letter of Commitment is attached
The form is available at: http://bulletins.vancouver.ca/2005/2005-006.pdf	

Sign Company, Manufacturer, Owner and Tenant Information - Required	
Sign Contractor - Name	
Address, City, Postal Code	
Phone	
Email	
Property Owner - Name	
Address, City, Postal Code	
Phone	
Email	
<input type="checkbox"/>	Owners undertaking letter is attached
A form letter is available at: https://vancouver.ca/files/cov/schedule-e-1-owners-undertaking-letter-building-bylaw-2019.pdf	
Tenant - Name	
Address, City, Postal Code	
Phone	
Email	

Applicant Signature - Required Information	
Name of Applicant:	
Applicant is:	
<input type="checkbox"/> Sign Company	<input type="checkbox"/> Owner
<input type="checkbox"/> Tenant	<input type="checkbox"/> Other (explain):
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 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 Bylaw and the Building By-law.	
Signature of Applicant (Authorized Officer of Company):	

Office Use Only	
	Application Number
	Date Application was Received
	Permit Fee Amount
	Electrical Fee Amount
	Structural Fee Amount
	Other Fee Amount
	Total Fee
	Receipt Number