

Applying for a Sign Permit

A sign permit is required for all* new **and replacement** signs installed in the City of Surrey. **A sign cannot be installed until a sign permit has been issued.** Please refer to the City of Surrey Website, www.surrey.ca to view the Sign Bylaw 13656. (The easiest way is to search the site for “sign”).

When submitting your application for signage, please include **two** copies of the following. Please **ensure the complete civic address is written on each drawing.**

1. Site plan
 - Indicate streets/avenues, lot lines, buildings and location of sign(s)
 - Show all rights-of-way, sidewalks, landscaping, parking spaces, as well as sign's setbacks to lot lines for freestanding signs
 - Include a north arrow on this drawing
2. Elevation drawing or photograph of the building (not required for freestanding signs)
 - Show entire building frontage and exact location of sign on building
 - Include length of the building frontage (main door location)
 - Indicate whether the elevation faces north, south, east or west
3. Drawing or photograph of the sign
 - Indicate width, length & depth
 - Provide written and rendered sign colouring
4. Cross section of sign
 - Specify the construction materials
 - Demonstrate how sign will be securely fastened to the building (i.e. screws, bolts)
 - Include a foundation plan if the sign is freestanding

In addition, the following are required:

A Letter of Authorization signed by the owner(s)

- If the sign is illuminated, ensure the electrician's signature, contractor registration number and registered representative number are included on the application form
- A non-refundable application processing fee of \$52 and a blank cheque to cover the balance of the sign permit fee (address all cheques to the City of Surrey)
- A photograph of all existing signs, indicating location and size

Note: The following require engineered drawings:

- Fascia signs weighing over 68 kg (150 pounds)
- Freestanding signs over 2.5m (8'2") in height
- Awning and canopy signs

Engineered drawings must be sealed and signed. Sealed and signed B1 (ensure correct legal is included) and B2 Letters of Assurance must accompany all engineered drawings.

*A few types of signs are exempt from requiring a permit. Please view the Sign By-law.

For further information, please contact Katherine Rivett at karivett@surrey.ca