



Sign Permit Application

This application must be completed in full and accompanied by drawings detailing the requirements listed on the back of this form. One application is required for each sign. Incomplete applications will not be accepted.

Date: _____

Location of proposed sign: _____
(address & postal code)

Land Use: _____

Applicant: _____
(primary contact) (name)

_____ (phone)

_____ (address & postal code)

_____ (fax)

_____ (Bus.Lic.#)

Sign Customer: _____
(name)

_____ (phone)

_____ (address & postal code)

_____ (Bus.Lic.#)

Sign Installer: _____
(name)

_____ (phone)

_____ (address & postal code)

_____ (Bus.Lic.#)

FOR DEPARTMENTAL USE ONLY

LOT _____ BLK _____ DL _____ 1/4 _____ SEC _____ TWN/GP _____ PLAN _____

Zone: _____ Map Number _____

LUC _____ Existing DP for Signs: Yes No

Type of Sign: _____

Fee: _____ Permit No: _____

Roll #: _____
PID #: _____
Sign: _____ Plan Checker: _____
Date Received: _____

Special Details: _____

Approved by: _____

Date Approved: _____

Minimum Requirements for Sign Permit Applications

We would be pleased to accept your application once the following minimum requirements have been met. **Please check boxes to indicate application is complete.** Incomplete applications will not be accepted.

1. A completed application form and non-refundable application fee of \$50.00 for each proposed sign (double for each sign erected prior to permit issuance). Refer to Section 3.5 of the Delta Sign Bylaw for comprehensive sign plan fees and additional fees.

2. Two sets of scaled and dimensioned drawings including:

A site plan showing property and premises dimensions and location(s) of signs.

Building elevations of all businesses on the site, showing the existing and proposed signs.

A large scale detail of the proposed sign(s) including:

- Sign dimensions;
- Sign area;
- Copy area;
- Percentage copy area;
- Changeable copy area;
- Height of sign;
- Clearance beneath sign;
- Illumination: Direct ___ Indirect ___.

At least one colour copy of the sign is preferred. If this is not feasible, indicate the colours and type of materials used in the corresponding areas.

A cross section of the proposed sign including anchorage and or attachments details. This will include a cross section of the sign showing the:

- thickness of the sign;
- wall construction at the sign i.e., concrete, wood or steel stud & spacing;
- type of bolts or screws including the length, diameter and spacing;
- foundation size and depth for freestanding signs.

Drawings that are signed and sealed by a Professional Engineer for freestanding and projecting signs and for canopies (including awnings) require Schedules B1 and B2 for structural.