



## APPLICATION FOR A SIGN PERMIT

An application for a sign permit must include the following information:

- 1) civic address and legal description of the property/premises upon or to which the sign is to be erected or attached;
- 2) the sign manufacturer's name, address and phone number;
- 3) the name and address of the owner of the property/premises where the sign is proposed to be located;
- 4) the dimensions of the sign face(s), drawn to scale, showing the proposed copy, and the height and base of the supporting structure;
- 5) the maximum height and clearance of the sign;
- 6) the dimensions of the building face on which the sign is proposed to be displayed;
- 7) the proposed location for the sign in relation to property lines and the dimensions of the building and/or the property upon which it is to be situated;
- 8) the size and location of any existing signs on the property/premises;
- 9) the cost of the sign;
- 10) structural and footing details and material specifications for the proposed sign.

Section 8.4 of the District of Mission Sign Bylaw No. 1662-1987, states, in part:

Whenever the opinion of the authority having jurisdiction over the proposed work requires specialized knowledge, it may require as a condition of the issuance of a permit that the drawings and specifications be prepared, dated, sealed and signed by, and the work be carried out under the supervision of a Professional Engineer lawfully authorized to practice in the Province of British Columbia.

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**SIGN PERMIT APPLICATION**

DATE: \_\_\_\_\_

PERMIT NO. \_\_\_\_\_

**TO BE COMPLETED BY APPLICANT**

NAME AND ADDRESS OF:

OWNER: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

TENANT: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

SIGN CONTRACTOR: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

MAIL PERMIT TO:  
OWNER: \_\_\_\_\_ CONTRACTOR: \_\_\_\_\_

SIGN LOCATION: \_\_\_\_\_

SIGN TYPE:

BUILDING HEIGHT: \_\_\_\_\_

FACIA \_\_\_\_\_ FREESTANDING \_\_\_\_\_

BUILDING WIDTH: \_\_\_\_\_

OTHER: \_\_\_\_\_

PROPERTY AREA: \_\_\_\_\_

SIZE OF SIGN(S): \_\_\_\_\_

PROPERTY WIDTH: \_\_\_\_\_

AREA TOTAL: \_\_\_\_\_

ILLUMINATED: YES \_\_\_\_\_ NO \_\_\_\_\_

AREA COPY: \_\_\_\_\_

REVOLVING: YES \_\_\_\_\_ NO \_\_\_\_\_

HEIGHT TO TOP OF SIGN: \_\_\_\_\_

WEIGHT OF SIGN: \_\_\_\_\_

HEIGHT TO BOTTOM OF SIGN: \_\_\_\_\_

SIGN COPY: \_\_\_\_\_

CONTRACT PRICE: \_\_\_\_\_

PERMIT FEE: \_\_\_\_\_

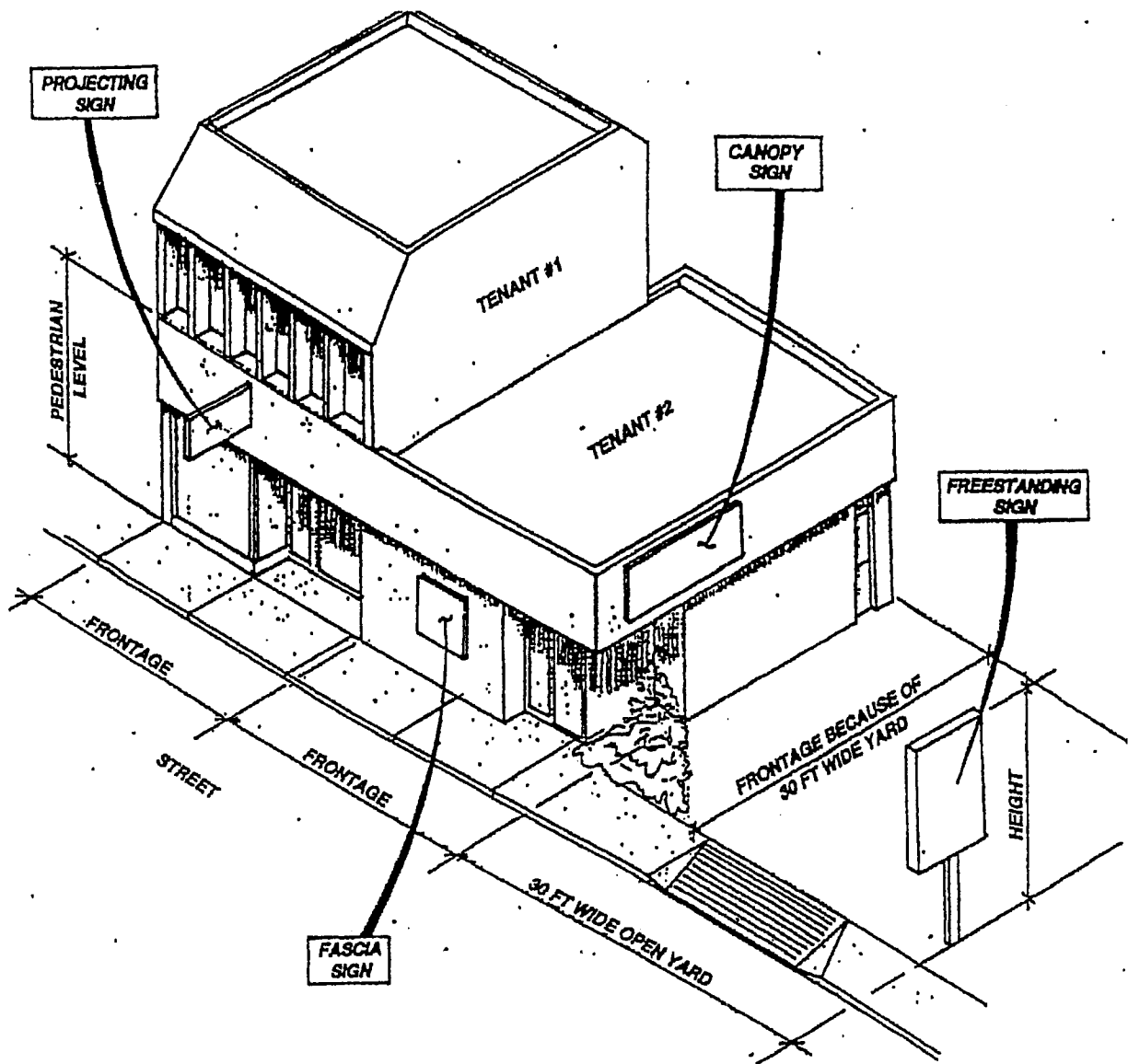
SIGNATURE OF APPLICANT: \_\_\_\_\_

PHONE NO. \_\_\_\_\_

NOTE: ALL applications must include two (2) copies of the following information: (see Sign Bylaw for further clarification)

1. Site plans drawn to scale indicating exact location of proposed and existing signs.
2. Complete sign plans drawn to scale:
  - Freestanding sign and base;
  - Facia sign fastening details.
3. Sign elevation drawings for freestanding and facia signs (showing proposed location on building face).
4. Scale drawings of the sign copy and artwork.
5. Completed sign permit application forms.

NOTE: \* Structural seal for structural fastenings and footings may be required.



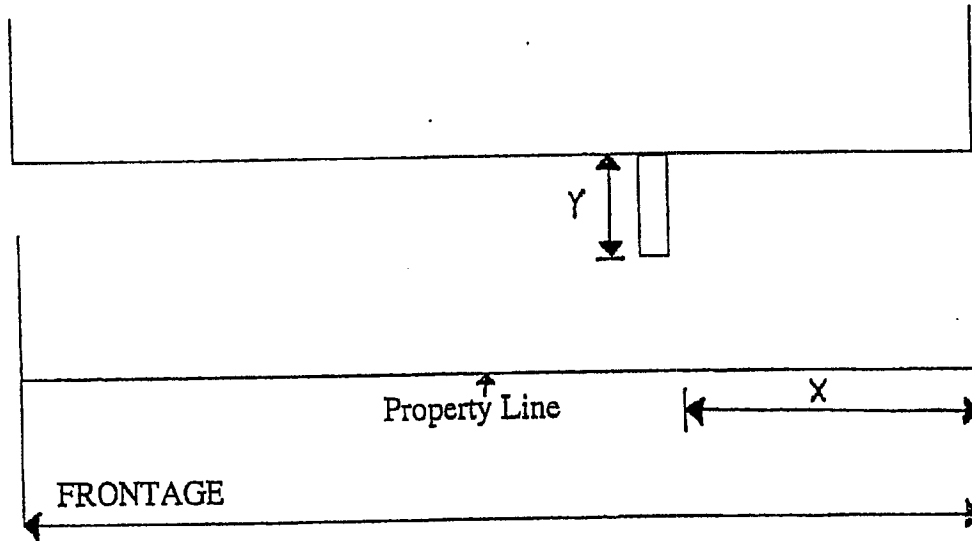
FRONTAGE is defined as meaning

- a) the length of the property line of a parcel of land or building wall adjacent to and abutting a highway or yard; or
- b) in the case of individual businesses or tenants within a building, that portion of the frontage as defined above, occupied by such individual businesses or tenants.

YARD is defined as meaning

a private roadway or other open lands without any buildings thereon, and having a width of not less than 9m (30 ft.).

# PROJECTING SIGNS

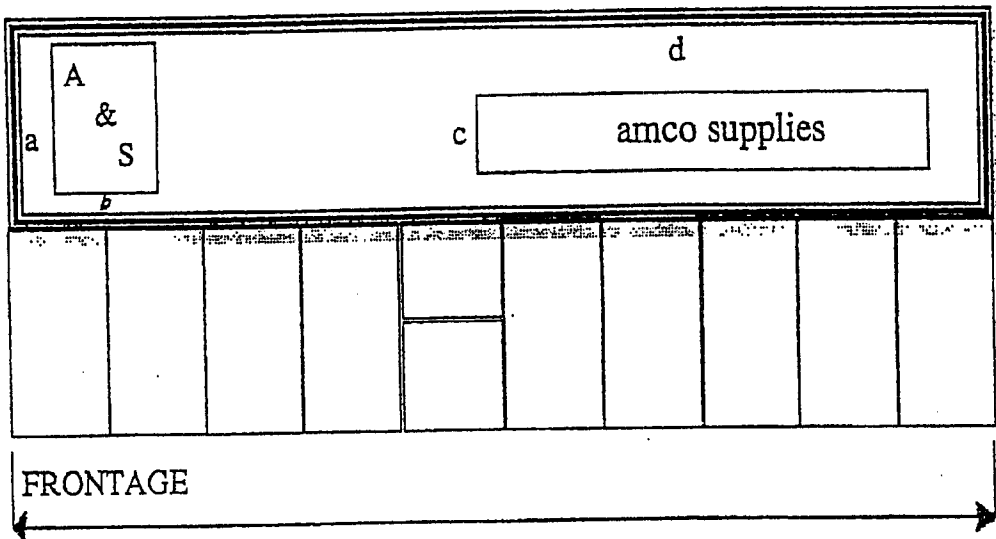


X = No. of feet to nearest property line of adjoining tenant.  
 Y = Maximum permitted projection which is equal to X x 3 inches.

TYPICAL EXAMPLE: Based on the C-2 and C-3 Zones

- Assume X = 20 feet and the frontage = 60 feet
- maximum permitted projection = 20 ft. x 3" or 5 ft.
  - maximum permitted sign area = frontage (60 ft.) x 1/2 sq. ft. or 30 sq. ft.

# FACIA AND CANOPY SIGNS



Total Aggregate Sign Areas =  $a \times b + c \times d$

TYPICAL EXAMPLE: Based on the C-2 and C-3 Zones

Assume Frontage = 42 feet. The total aggregate sign area must not exceed 2.15 sq. ft. per linear ft. of frontage hence  $a \times b + c \times d$  must not exceed 42 ft. x 2.15 sq. ft. or 90 square feet. Copy not to exceed 45% of permitted sign area.