



THE WATERFRONT COMMUNITY

DISTRICT OF WEST VANCOUVER
PERMITS & INSPECTIONS DEPARTMENT
750 - 17TH STREET, WEST VANCOUVER, B.C. V7V 3T3
TELEPHONE: 604 925-7242

APPLICATION FOR A SIGN PERMIT

Site Address: _____

Business/Tenant Name: _____

Phone: _____ E-mail: _____ Fax: _____

West Vancouver Business Licence issued for Business/Tenant: Lic # _____

Sign Company: _____

Address: _____

Postal Code: _____ Phone: _____ E-mail: _____ Fax: _____

West Vancouver Business Licence issued for Sign Company: Lic # _____

TYPE OF SIGN PROPOSED:

- Facia, Projecting, Freestanding, Other, Awning
Illuminated: yes no - if yes an Electrical Permit must be obtained for any new wiring

EXISTING SIGNS ISSUED FOR BUSINESS: _____

Proposed Wording on Signage: _____

Table with 4 columns: Business Façade Facing Street, Width, Height, Total Area. Rows for Sign and Copy.

Height from sidewalk grade to top of sign: _____

The applicants for a sign permit must familiarize themselves with the provisions of the District of West Vancouver Sign Bylaw #3775.

Every application for a sign permit shall include:

- A drawing to scale for each side of the sign, with sign & lettering dimensions, as well as the colour scheme.
A drawing showing the position of the sign painted on or attached to the building or structure, and the method of attachment.
A drawing showing details of the method, type and intensity of illumination.

I AM AWARE THAT A SIGN PERMIT CANNOT BE OBTAINED UNTIL THIS APPLICATION IS APPROVED AND THAT THE INSTALLATION OF THE SIGN SHALL NOT TAKE PLACE UNTIL THE PERMIT HAS BEEN OBTAINED.

Applicant Name: _____ (Please Print)
Applicant Signature: _____ Date: _____



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Sign Permit Information

Do I require a sign permit to put up a sign to advertise my business?

Yes. The West Vancouver Sign Bylaw applies to all signs on any property other than streets, lanes or public parks, and to all signs encroaching over a street or lane, except as noted below.

When don't you need a Sign Permit?

The Sign Bylaw does not apply to signs located inside a building and not visible or intended to be visible from any street or any site other than the one on which it is located. The Sign Bylaw does not apply to signs on or over city streets erected or authorized by the Director of Operations for the control of traffic and parking, for street names, for directions or for street decorations; signs authorized by the Director of Operations in connection with public conveniences, including signs on benches, bus stop shelters, and other similar structures; signs containing the building number and street name only; Provincial and Federal election signs; and Flag of Canada.

What type of sign can I have to advertise my business?

West Vancouver allows a combination of 2 signs per business premise frontage. The combinations permitted are:

one fascia, awning or canopy sign in combination with one projecting or one freestanding sign;
one projecting sign and one freestanding sign.
(See Sign Bylaw for the specifications on the permitted signs). If a sign type is not mentioned in the Bylaw, that sign type is not permitted.

Do I require a permit to re-skin an existing awning or changing the face of an existing sign?

Yes. Re-skinning of an awning or changing an existing sign, including any copy changes, will require a new permit.

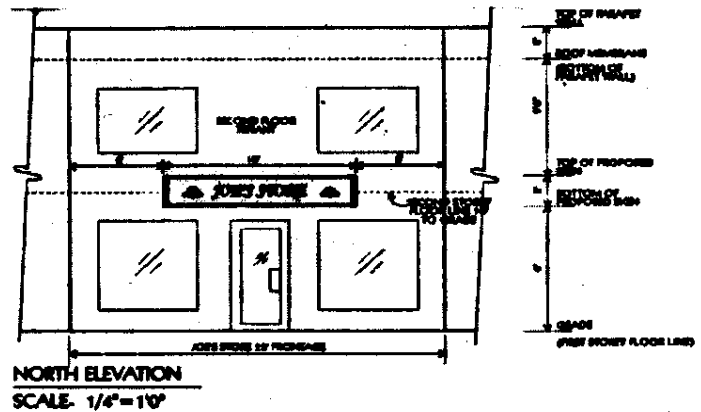
I just received an enforcement letter/order regarding my sign. What does that mean, and what do I do now?

If you received a letter/order, it usually means that your sign is in violation of the Sign Bylaw or that you have not yet received the required permissions. You will need to make application for a Sign Permit to see if the sign could be permitted or removed. A penalty fee is applied to all signs installed without permits.

How do I apply for a Sign Permit?

Before any person shall place, erect or alter the design or construction of any sign, he shall make an application in writing for a permit. The applicant shall in no case proceed with the placing, erection, or altering of any sign until the permit has been granted.

Prior to submission refer to the Sign Bylaw for the specifications on permitted signs. Submit a completed Sign Permit application form (on the reverse of this page) including drawings as specified below.



A dimensioned elevation drawing showing the location of the proposed sign, grade, floor lines, roof membrane, parapet wall, width of the frontage, all windows and doors in the tenancy.



COPY DRAWING

SCALE: 1"=1'

Drawing showing the exact dimensions of the proposed sign and copy, including colours and materials proposed. A drawing showing details of the method, type and intensity of illumination. Attachment detail drawings and/or structural drawings may be required for some applications.

In addition to the Sign Permit an Electrical Permit may be required if the sign is illuminated. A valid Business Licence will be required for the business and the sign company installing the sign.