



# TOWN OF SIDNEY

## APPLICATION FOR SIGN PERMIT

Date: \_\_\_\_\_

1. **I hereby make application for a Sign Permit**

Use of Property

- |  |   |
|--|---|
| <input type="checkbox"/> Single Family Residential | <input type="checkbox"/> Commercial (Pedestrian, Vehicular) |
| <input type="checkbox"/> Multi- Family Residential | <input type="checkbox"/> Industrial                         |
| <input type="checkbox"/> Neighborhood Commercial   | <input type="checkbox"/> Marine                             |
| <input type="checkbox"/> Commercial                | <input type="checkbox"/> Special Permit                     |

For the property described as,

Lot: \_\_\_\_\_ Block: \_\_\_\_\_ Range: \_\_\_\_\_ Section: \_\_\_\_\_  
North Saanich District, Plan \_\_\_\_\_

Civic Address: \_\_\_\_\_

2. Description of Sign:

\_\_\_\_\_

3. The property is within a Development Permit Area  Yes  No

4. **REGISTERED OWNER(S)** of the property: (*PLEASE PRINT CLEARLY*)

Name(s): \_\_\_\_\_

\_\_\_\_\_

Address: \_\_\_\_\_

Telephone: Business \_\_\_\_\_ Other \_\_\_\_\_ Fax \_\_\_\_\_

5. **CONTRACTOR / TENNANT:** (*PLEASE PRINT CLEARLY*)

Name(s): \_\_\_\_\_

\_\_\_\_\_

Address: \_\_\_\_\_

Telephone: Business \_\_\_\_\_ Other \_\_\_\_\_ Fax \_\_\_\_\_

6. Value of Construction \_\_\_\_\_

The undersigned is the owner, or authorized agent for the above mentioned property.

Signature of Applicant/Owner: \_\_\_\_\_

## **INFORMATION TO APPLICANTS / BUILDERS / DEVELOPERS**

**You can find the complete Sign Bylaw No. 1806, which includes sign definitions and an area map showing the designated sign districts on our website at [www.sidney.ca](http://www.sidney.ca) or copies can be purchased from the Town Hall for a nominal charge.**

### **SIGNS REQUIRING A PERMIT**

Canopy, Low-Mount Free-Standing, Free-Standing, Fascia, Logo Flag, Marquee and Projecting Signs, Temporary (excluding real estate signs) Window Signs and Sandwich Board Signs.

Prior to the issuance of a Sign Permit, a sign proposal may first require approval through a Development Permit process. Development Permits are typically required for new signage on Commercial, Industrial, Multi-family Residential and Marine buildings.

### **REQUIREMENTS FOR SIGN PERMITS APPLICATIONS:**

In reviewing the requirements for a sign permit application, the Town will require the following documentation prior to the application being accepted:

1. The application filled out in full and signed by the owner of the property or their agent with an accompanying letter from the owner;
2. Two (2) sets of scaled drawings - showing building elevations; cross sections; grades and heights; attachment to building; and
3. At time of application, Development Services may request a Registered Professional A, B1, B2 Letter of Assurance for some or all components of the proposed sign.

### **CENTRA GAS INSTALLATION:**

The Town of Sidney recommends that prior to commencing new construction and especially for work involving land adjacent to a road, that you contact Centra Gas B.C. by calling 1-800-474-6886. Regardless of a required a gas service, it is recommended that you contact Centra Gas to determine their plans for the area. An early call may subsequently avoid new driveways or landscaped areas being disturbed for gas line installation. This is not meant to be a promotion of their service in any way, but a suggestion to ensure utility coordination.

### **BUILDING, PLUMBING, SIGN AND LICENCE INSPECTIONS OFFICE HOURS:**

For inquiries and requests for inspections, please call 656-1725, Monday to Friday, 8:30 a.m. to 4:00 p.m. Please be advised that we require 24 hr notice for inspections.

Field Inspections will be from 10:30 a.m. to 12:00 p.m. and 2:30 p.m. to 4:00 p.m.