



# City of Courtenay

830 Cliffe Avenue  
Courtenay, BC, V9N 2J7  
Tel: 250.334.4441 Fax: 250.334.4241

# Sign Permit Application

See City of Courtenay *Sign Bylaw No. 2042, 1998* for detailed requirements

## APPLICANT INFORMATION

Name(s): \_\_\_\_\_ Business Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 \_\_\_\_\_  
 Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
 City: \_\_\_\_\_ Postal Code: \_\_\_\_\_ E-mail: \_\_\_\_\_

## LOCATION OF SIGN INSTALLATION

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

Please complete the applicable section:  New  Addition  Alteration  Relocation

### FREESTANDING SIGN (SUPPLY 2 (TWO) SCALED DRAWINGS)

Property Size and Frontage	Proposed Sign Height	Proposed Sign Area	Proposed Setback(s)

### FASCIA SIGN (SUPPLY 2 (TWO) SCALED DRAWINGS)

Building Face Area	Proposed Sign Area	Combined Sign Area

### OTHER SIGNS (SUPPLY 2 (TWO) SCALED DRAWINGS)

Awning  Directional  Flag or Banner  Directory  
 Portable  Projecting  Temporary

Proposed Sign Height	Proposed Sign Area	Total Number of Signs on Premise

## OWNER/AGENT AUTHORIZATION

I, the undersigned, being the owner/agent for the owner of the property described, apply for a permit to do the work detailed in this application.

In consideration for this permit, I agree for myself and my assigns to indemnify and keep harmless the Corporation of the City of Courtenay and its officers against all claims, liabilities, judgements, costs and expenses which may accrue from granting this permit, or which may be brought or made against the Corporation of the City of Courtenay, or its officers, in respect of any matter arising out of the works contemplated therein.

This permit and/or approval of plans or specifications supporting the application does not:

- (a) Relieve the applicant, owner or occupant from conforming to all acts, by-laws and regulations;
- (b) Relieve the owner's responsibility to search the title and check for restrictions against the property; and,
- (c) Make the municipality responsible for providing roads, lanes, water or any service for the property concerned, or impose upon the municipality or its employees any obligation to inspect or approve any construction carried on under this permit.

\_\_\_\_\_  
Signature of Owner or Authorized Agent

\_\_\_\_\_  
Date

*All contractors and sub-contractors require a business license to operate within the city limits.*

OFFICE USE ONLY	
Zoning: _____ Sign Permit No. _____	Condition of Permit: _____
Sign Permit Fee: _____	Approved by: _____