



SIGN PERMIT APPLICATION FORM

Development & Building Permit for Permanent Signs

DATE: _____

All submission requirements are included on the back of this application form.

WHO IS APPLYING FOR THIS SIGN PERMIT ?

Posse Customer ID # _____

APPLICANT/COMPANY NAME: PRIORITY PERMITS LTD.

MUNICIPAL ADDRESS: #104 - 713 COLUMBIA ST., NEW WESTMINSTER, BC V3M 1B2

CONTACT PERSON'S NAME: Heather Brownell

PHONE NO: 778-397-1394 FAX NO: 1-888-738-3846 CELL NO: 778-882-3423

The personal information on this form is collected under the authority of Section 33(c) of the Alberta Freedom of Information and Protection of Privacy Act, Section 642 of the Municipal Government Act and/or Section 63 of the Safety Codes Act. The information will be used to process your application(s) and your name and address of where the development/use is being proposed may be included on reports that are available to the public. If you have any questions on the collection and used of this information, please contact the FOIP Representative at (780) 496-6052.

WHERE WILL THE SIGN BE INSTALLED ?

MUNICIPAL ADDRESS: _____

LEGAL DESCRIPTION: PLAN: _____ BLOCK: _____ LOT(S): _____

QUARTER SECTION: _____ TWP: _____ RANGE: _____

WHAT TYPE AND NUMBER OF SIGNS WILL BE INSTALLED ? (please circle)

Table with columns: NUMBER OF SIGNS, ON or OFF PREMISE, FREE STANDING (FS), FASCIA (F), PROJECTING (P), ROOF (R). Includes three rows of input boxes.

COPY WORDING ON SIGN: _____

INDICATE THE CONSTRUCTION VALUE (IN DOLLARS) \$ _____

FEES:

DEVELOPMENT PERMIT

BUILDING PERMIT

On Premise Signs

- Fascia = \$ 60.00per sign
- Freestanding, Projecting & Roof = \$152.00per sign

\$8.03 per \$1000 with a minimum fee of \$ 65.00
Safety Codes Fee - 3.5% of permit fee or \$4.00 min.

A BUILDING PERMIT IS REQUIRED FOR ALL SIGNS EXCEPT:

- 1. Freestanding signs under 2.1 m. (7ft.) high
2. Changing existing wording on a sign - no change to support structure
3. Cloth banners or signs painted on the building

OFFICE USE ONLY box containing fields for ZONING, DEFINITION, DATE, PERMITTED, DISCRETIONARY, REVIEW BY, NEITHER, BUILDING PERMIT REQUIREMENTS?

Method of Payment (Check one): Cash _____ Cheque _____ Visa _____ MasterCard _____ American Express _____
Card Number: _____ Expiry date: ___/___
Cardholder Name: _____

DEVELOPMENT & BUILDING PERMIT REQUIREMENTS for SIGNS

Applications **must include** two (2) sets of a site plan, two (2) sets of elevation drawings and two (2) sets of construction details. Additional information may be required as considered as necessary by the Development Officer.

1) TWO (2) SETS OF A SITE PLAN (PREFERABLY SCALED/SEE BELOW) MUST INCLUDE THE FOLLOWING DETAILS:

- A north arrow
- The corresponding street and avenue
- The size and location of buildings on site
- Dimensions of the site (property lines)
- Curb line
- Curb to property line (may be obtained from Transportation and Streets –496-6636)
- Curb to building
- SIGN LOCATION

2) TWO (2) SETS OF ELEVATION DRAWINGS (MUST INCLUDE THE FOLLOWING DETAILS):

- Size of sign
- Copy on sign
- The distance from grade to top of sign (freestanding signs/see below)
- Clearance from bottom of sign to grade (fascia, projecting)

3) TWO (2) SETS OF CONSTRUCTION DETAILS (WORKING DRAWINGS) MUST INCLUDE:

- Materials used to construct sign
- Size and Depth of concrete piles (freestanding signs)
- How sign is fastened to building (fascia signs)
- ENGINEERING STAMP ON DRAWINGS OR ALBERTA SIGN ASSOCIATION ENGINEERED STICKER**

4) AUTHORIZATION LETTER FROM LAND OWNER GIVING PERMISSION TO ERECT SIGN.

5) PHOTOGRAPH OF BUILDING OR SITE WITH SIGN LOCATION AND WORDING DRAWN ON PHOTO IN INK.

**** ENGINEERING IS REQUIRED FOR ALL SIGNS EXCEPT:**

1. Individual letter signs with letters not exceeding 0.37 sq. m. (24"x 24"). Letters lightweight showing fastening used to attach to building face.

2. Fascia signs less than 4.6 sq. m. (50 sq. ft.) in area. Length not to exceed 7.6 m. (25 ft.) and not more than 3.6 (12ft.) above ground (grade) level to top of sign in height. Sign is lightweight.

3. Plywood signs less than 3 sq. m. (32 sq. ft.) attached to building face and showing the type/number of fasteners used for attachment.

