



CITY OF KAMLOOPS
Development and Engineering Services Department
 Phone: (250) 828-3561 Fax: (250) 828-7848

APPLICATION FOR A SIGN PERMIT

Municipal Contact _____ Application No. _____ Date Received _____

Applicant: _____ Email: _____

Address: _____ Postal Code: _____

Phone: _____ Fax: _____

Registered Landowner: _____ Email: _____

Address: _____ (if not applicant) Postal Code: _____

Phone: _____ Fax: _____

Contractor/Sign Installer: _____ Email: _____

Address: _____ Postal Code: _____

Phone: _____ Fax: _____

Business Licence No.: _____ Email: _____

Business Name: _____ Postal Code: _____

Contact Name: _____ (to which the sign refers) Phone: _____ Fax: _____

SUBJECT PROPERTY

Legal Description: _____

Address: (Site) _____

Type: Free-standing Fascia Projecting Canopy Other _____

Permanent Temporary Erect Alter Exhibit or Relocate

SIGN DIMENSIONS*

Horizontal _____ Vertical _____ Depth _____

Clearance above grade _____ Total Height _____ Approx. Weight _____

Length of Wall (to which sign is attached) _____ Area of Sign (one side only) _____

Method of Support (existing) _____ Method of Support (proposed) _____

Proposed Colours: Lettering _____ Background _____

Illuminated: Yes No

Estimated Value, including labour: _____ Permit Fee \$ _____

***Attach additional sheets of paper if required**

NOTE: I/We understand and agree that neither the granting of a permit, nor approval of plans and specifications, or inspections made during the erection of the sign shall in any way relieve me/us from full responsibilities from carrying out the work in accordance with all the by-laws of the City of Kamloops. And I/we further affirm and agree to be fully responsible for the acts and omissions of my/our subcontractors relative to the work subject to this permit and that the City of Kamloops shall be protected and saved harmless from any damage to City property arising out of my/our work.

REQUIRED DOCUMENTATION

The following information is required to initiate an Application:

- | | |
|---|--|
| <input type="checkbox"/> Application fee \$ _____ | <input type="checkbox"/> Authorization of Landowner |
| - enlargement, conversion, alteration, or relocation \$20 | <input type="checkbox"/> Certificate of Title (or \$25) |
| - temporary sign \$20 | <input type="checkbox"/> Sign plans (including site plan showing proposed location of sign) |
| - free-standing sign exceeding 2 m in height \$70 | <input type="checkbox"/> Size, type, and location of all other signs on the subject property |
| - all other signs requiring a permit \$40 | |

(The application fee will be DOUBLED should sign(s) be installed either prior to or without an approved Sign Permit.)

I/We _____ of _____

hereby make application for a Sign Permit.

I also certify that the information contained herein is correct to the best of my knowledge and belief. I understand **this application, including any plans submitted, is public information.** I authorize reproduction of any plans/reports for purposes of application processing and reporting.

 (Date) (Applicant's Signature)

This application is made with my full knowledge and consent.

 (Date) (Registered Landowner's Signature) **PRINT NAME**