



Planning and Development Services

Inspection Services Division
1435 Water Street
Kelowna, B.C. V1Y 1J4
Tel: (250) 862-3353
Fax: (250) 862-3314

Notice to Sign Contractors

The City of Kelowna Inspection Services Department has experienced some problems with the sign permitting process.

Section 2.1.1 of the City of Kelowna Sign Bylaw 8235 states:

"No person shall construct, place, erect, display, alter, repair, or relocate a sign without a valid sign permit issued pursuant to this bylaw."

When a sign permit application is received it is forwarded to the plan checking staff to ensure that the proposed sign complies with the bylaw regulations. If the application is not complete (as per the attached checklist) the permit is delayed while we wait for the required information. Some applicants proceed with the installation before a permit can be issued.

A sign must not be installed until the permit has been issued.

Attached is a checklist to assist in compiling the information required to make an application (see reverse).

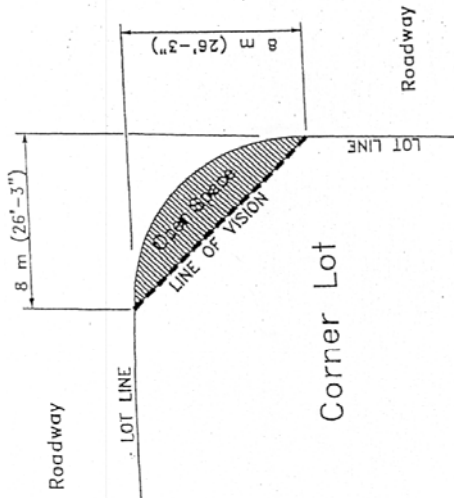
1. All plans shall be to scale.
2. The plans must contain enough detail to describe the location; dimensions; area; materials; finishes; colour; size of lettering, wording and graphics; and method of illumination.
3. Freestanding Sign applications must also include a plot plan to scale indicating the location of the proposed sign in relation to all existing freestanding signs, the property lines and driveways. On a corner lot the sign shall not be located in the line of vision triangle. This triangle is determined by measuring 8 m along the property line of each street and drawing an intersecting line between the two 8-m points.
4. A Professional Engineer registered in B.C. shall prepare and seal the structural design of the foundation, columns and frame. This also applies to projecting signs over public property.
5. The owner's authorization form shall be completed by the building owner not the business owner buying the sign.

The Inspection Services Department is committed to making every effort to issue a sign permit within 5 working days. This can only be accomplished if the application is complete. To this end, an incomplete application will not be accepted over the counter without all the documents attached. If there are corrections to be made the application is placed on hold until the information is received. The faster you respond the faster we can issue your permit.

Please be aware the Municipal Ticket Information Bylaw 6550 allows the City of Kelowna to levy a fine of \$100 for installing a sign without a valid permit.

Repeat offenders may have their business licence reviewed by Council.

SCHEDULE 'A' - DEVELOPMENT FEES - Page 6.
 TABLE 3
 FEES PURSUANT TO SIGN BYLAW NO. 8235



CATEGORY	APPLICATION FEE
TEMPORARY PORTABLE SIGNS	For a period of 30 days or less \$30.00 per sign. For a period of 31 days to 60 days \$40.00 per sign. For a period of 61 days and 90 days \$50.00 per sign.
ALL SIGNS (Excluding temporary signs)	\$30.00 Minimum plus \$5.00 for each square meter of sign area. For the purposes of fee calculation, sign areas involving a fraction of a square meter shall be calculated to the closest whole meter, and only one side of a two-sided sign shall be counted.

Note: Sign permit fees are not refundable if the work authorized by the permit is not commenced.

**Inspection Services Department
Owner's Authorization**

This form is to be signed by the owner of the property.

Phone: (250) 862-3353
Fax: (250) 862-3314



Project: (What are you building?) _____
Site Address: _____
Lot _____ Plan _____
Permit Application No. _____

As owner of the above-mentioned property, I make application for the works described in the Permit Application note; **OR**

As owner I authorize _____ (print name) of _____ (address) to make this application on my behalf.

Owner's Information

NAME (print) _____
Signature _____
Address (print) _____

Owner's Agent Information

NAME (print) _____
Signature _____
Address (print) _____
If agent is a company give position of signatory. _____
Address (print) _____
NAME (print) _____
Signature _____
Address (print) _____

PREPARED BY _____ PHONE FOR PICK-UP _____

REMARKS: _____

GROSS FLOOR AREA _____

ONE STOREY	sq. ft. X _____	=	_____
ONE STOREY & BASE	sq. ft. X _____	=	_____
TWO STOREY	sq. ft. X _____	=	_____
TWO STOREY & BASE	sq. ft. X _____	=	_____
FINISHED BASE	sq. ft. X _____	=	_____
GARAGE OR CARPORT	sq. ft. X _____	=	_____
+ _____			
= _____			

S.F.D. VALUE CALCULATION

WATER METER RECEIPT NO. _____

SEWER DEVELOP. FEE \$ _____

SEWER CONNECTION _____ WATER CONNECTION _____ ELEC. CONNECTION _____

WATER DEVELOP. FEE \$ _____

This permit is under the provisions of the City of Kelowna Building Bylaw 5082 and Amendments. In accordance with the Application on file in this office. The granting of this permit does not relieve the applicant, occupier or owner from conforming to all requirements of every pertinent Bylaw and regulator enforced within the CITY OF KELOWNA and the approval of any plans or specifications in support of an application for this permit likewise does not excuse the applicant, occupier or owner from conforming to every Bylaw and regulation.

In consideration of the granting of the permission applied for I/we hereby agree to indemnify and keep harmless the CITY OF KELOWNA against all claims, liabilities, judgments, costs and expenses of whatsoever kind, which may in any accrue against the said Corporation in consequence of, and incidental to, the granting of this permit, its issued, And I further agree to pay the full cost of repairing any damage to Corporation works occasioned by the building operations in respect of which this application is made.

CONDITIONS: _____

DEMO BOND FULL PERMIT APPROVED DATE ISSUED _____

REC. # PARTIAL PERMIT APPROVED DATE ISSUED _____

FEE APPLICANT DATE APPLIED _____

VALUE PURPOSE OF PERMIT _____

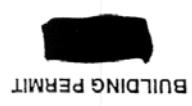
Comm. Ind. Ins. Multi-Fam. Res. Exist. New

CONTRACTOR ADDRESS POSTAL CODE PHONE _____

PERMIT TO OWNER/TENANT ADDRESS POSTAL CODE PHONE _____

LOT BLK. SEC. TWP. PLAN DP _____

Address _____ ZONE _____



CITY OF KELOWNA
BUILDING DEPARTMENT
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