

# TOWN OF QUALICUM BEACH

#201-660 Primrose St., PO Box 130, Qualicum Beach, BC, V9K 1S7 (Tel: 752-6921 / Fax: 752-1243)

## SIGN PERMIT APPLICATION

**Applicant** (if same as Sign Manufacturer, please provide name of your customer):

Name: \_\_\_\_\_ Tel. No.: \_\_\_\_\_

Mailing Address (including postal code): \_\_\_\_\_

Civic Address of Sign: \_\_\_\_\_ Business Name: \_\_\_\_\_

**Owner of Property** (if different than applicant):

\_\_\_\_\_

**Sign Manufacturer:**

Name: \_\_\_\_\_

Address (including postal code): \_\_\_\_\_

Tel. No.: \_\_\_\_\_ Contact Name: \_\_\_\_\_

### REQUIREMENTS:

1. A drawing, to scale, for each side of the Sign, showing Copy, Sign Area and dimensions of the Sign, as well as the colour scheme and materials, and details of any supporting structures and surrounding framework.
2. A drawing or photograph showing the proposed location of the Sign, including detail of all buildings/structures located on the land, and the location and size of all existing Signs.
3. For Illuminated Signs, details of the method and type of wiring, illumination and attachment to a building.
4. For Freestanding Signs, a drawing to scale showing the proposed location of the Sign on the Parcel, relative to the Parcel lines, buildings and adjacent Streets, as well as details of proposed landscaping.
5. For Window Signs, the size of the window area where the Sign will be located;
6. For Awning and Canopy Signs, the size of the surface area of the awning or canopy;
7. For Facia Signs, the Business Frontage size;
8. An Encroachment Agreement with the Municipality, if required; and
9. Any other information required by the Director of Planning.

### PERMIT FEES:

1. Forty (\$40.00) Dollars shall be paid for the first proposed Sign and Fifteen (\$15.00) for each additional Sign; **OR**
2. One Hundred (\$100.00) Dollars shall be paid for each Sign which has been installed or erected prior to the issuance of a Sign permit.

***I confirm that I have read and understand Qualicum Beach Sign Bylaw No. 553, 1995.***

\_\_\_\_\_  
*Signature of Applicant*

### OFFICE USE ONLY

Approval Date: \_\_\_\_\_ Approved by: \_\_\_\_\_

No. of Signs Approved: \_\_\_\_\_ Type of Sign(s): \_\_\_\_\_

Payment Received: Yes  No

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