



**City of Richmond**

6911 No. 3 Road  
Richmond, BC V6Y 2C1  
(604) 276-4000

**Application for Sign Permit**  
**Zoning/Signs Section**

**Contact (604) 276-4017 Fax (604) 276-4177**

(Each sign will require a separate application.)

**Date:** \_\_\_\_\_

**Project Address:** \_\_\_\_\_ **Unit Number:** \_\_\_\_\_

**Applicant:** \_\_\_\_\_  
Tel. No. \_\_\_\_\_ Fax \_\_\_\_\_

**Applicant Address:** \_\_\_\_\_

**Sign Contractor:** \_\_\_\_\_ **Business Licence No:** \_\_\_\_\_

**Contractor Address:** \_\_\_\_\_  
Tel. No. \_\_\_\_\_ Fax \_\_\_\_\_

**Occupier of Project Address:** \_\_\_\_\_

**Copy (wording on sign):** \_\_\_\_\_

**Type of Sign:**       Facia       Freestanding       Canopy       Other \_\_\_\_\_

**Work Proposed:**       New       Alteration       Addition

**Construction Value of Structure for a Freestanding Sign:** \_\_\_\_\_

**Sign Area:** \_\_\_\_\_ m<sup>2</sup> \_\_\_\_\_ SF

**Sign Permit Fee:** \$ \_\_\_\_\_

**Building Permit Fee (freestanding):** \$ \_\_\_\_\_ **TOTAL:** \$ \_\_\_\_\_

This application must be accompanied with plans and specifications pursuant to Section 13, Clause b, of the Richmond Sign Bylaw No. 5560, as outlined on page 2 of this application.

**Waiver:** The permit is issued on the condition that the Owner releases, indemnifies and saves harmless the City, its Council members, employees and agents from and against all claims, liabilities, judgements, costs and expenses of every kind including negligence which the Owner, future Owner, Occupiers or any other person, partnership or corporation or Owner's heirs, successors, administrators or assigns incurs in consequence of or incidental to the issuance of the permits, the review of plans and supporting documents, inspections made by City inspectors or enforcement or failure to enforce a code or bylaw and the City owes no duty of care in respect of these matters to the Owner, whether or not an office or employee of the City, including an architect or engineer has knowledge of the professional or any design or field review.

Applicant (print name) \_\_\_\_\_

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

**Approved by:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Permit No:** \_\_\_\_\_

# Prepare Plans and Specifications

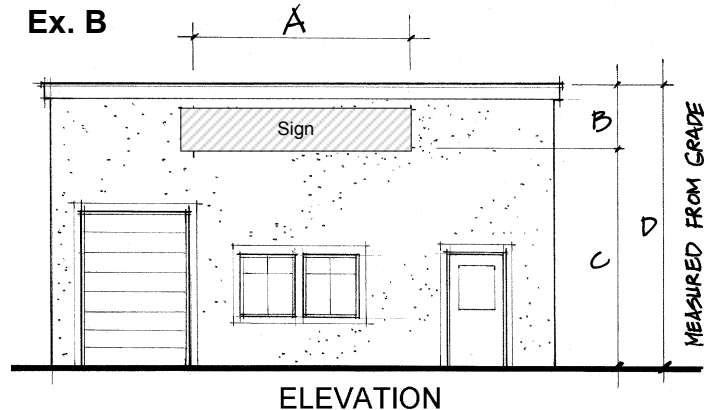
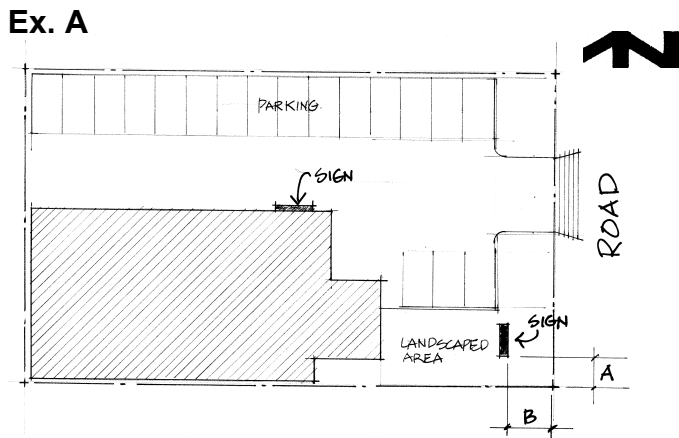
1. Drawn to scale in accordance with standard architectural practice.
2. Showing such information as may be necessary to provide for the enforcement of the Sign Bylaw, Zoning Bylaw, Building Bylaw and the Electrical Regulations, including:
  - a) Dimensions of the sign: \_\_\_\_\_
  - b) Weight of the sign: \_\_\_\_\_
  - c) Total area of all sides of the structure used as sign: \_\_\_\_\_
  - d) Dimensions of the sign's supporting members: \_\_\_\_\_
  - e) Overall height of the sign: (height) \_\_\_\_\_

Amount of clearance beneath the sign (both as measured from finished grade):  
 (clearance from finished grade) \_\_\_\_\_

  - f) Proposed location of the sign in relation to the boundaries of the lot it is to be situated upon: (Site Plan drawn to scale - see Ex. A below)  
 (i.e. North, East, West, South) \_\_\_\_\_
  - g) Proposed location of the sign in relation to the face of the building to which (or in front of which) it is to be affixed: (Elevation of Building drawn to scale - see Ex. B below)  
 (i.e. front, side, rear) \_\_\_\_\_
  - h) Colours to be used: \_\_\_\_\_

Additional information as required: \_\_\_\_\_

See attached cursory requirements.



Dimensions required where letters are indicated.