



THE WATERFRONT COMMUNITY

DISTRICT OF WEST VANCOUVER
PERMITS & INSPECTIONS DEPARTMENT
750 - 17TH STREET, WEST VANCOUVER, B.C. V7V 3T3
TELEPHONE: 604 925-7242

APPLICATION FOR A SIGN PERMIT

Site Address: \_\_\_\_\_

Business/Tenant Name: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_ Fax: \_\_\_\_\_

West Vancouver Business Licence issued for Business/Tenant: Lic # \_\_\_\_\_

Sign Company: \_\_\_\_\_

Address: \_\_\_\_\_

Postal Code: \_\_\_\_\_ Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_ Fax: \_\_\_\_\_

West Vancouver Business Licence issued for Sign Company: Lic # \_\_\_\_\_

TYPE OF SIGN PROPOSED:

- Facia, Projecting, Freestanding, Other, Awning
Illuminated: yes no - if yes an Electrical Permit must be obtained for any new wiring

EXISTING SIGNS ISSUED FOR BUSINESS: \_\_\_\_\_

Proposed Wording on Signage: \_\_\_\_\_

Table with 4 columns: Description, Width, Height, Total Area. Rows include Business Façade Facing Street, Sign, Copy.

Height from sidewalk grade to top of sign: \_\_\_\_\_

The applicants for a sign permit must familiarize themselves with the provisions of the District of West Vancouver Sign Bylaw #3775.

Every application for a sign permit shall include:

- A drawing to scale for each side of the sign, with sign & lettering dimensions, as well as the colour scheme.
A drawing showing the position of the sign painted on or attached to the building or structure, and the method of attachment.
A drawing showing details of the method, type and intensity of illumination.

I AM AWARE THAT A SIGN PERMIT CANNOT BE OBTAINED UNTIL THIS APPLICATION IS APPROVED AND THAT THE INSTALLATION OF THE SIGN SHALL NOT TAKE PLACE UNTIL THE PERMIT HAS BEEN OBTAINED.

Applicant Name: \_\_\_\_\_ (Please Print)
Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Permit No.: \_\_\_\_\_ Office Use Only
Date Issued: \_\_\_\_\_

## **LIST OF REQUIREMENTS THAT SIGN COMPANIES MUST PROVIDE FOR INSTALLATION OF NEW AWNINGS AND CANOPIES:**

- Drawings showing the exact dimensions of the proposed awning or canopy including:
  - sign copy
  - colours
  - materials proposed
  
- Dimensioned elevation drawings showing the location of the proposed sign, grade, width and height of the store frontage and height of the awning or canopy from grade
  
- Schedule B1 and B2 sealed by a Professional Engineer
  
- Schedule C-B sealed by a Professional Engineer following installation of the awning or canopy
  
- Sealed structural drawings showing the attachment details
  
- Liability insurance not less than \$1,000,000 indemnifying the District of West Vancouver against any and all losses pertaining to claims related the installation and structural adequacy of the structure
  
- Valid Business Licence with the District of West Vancouver