

Sign Permit Application Form

A Sign Permit is required for every sign unless exempted in Section 3 under the *Sign Bylaw 1582, 2000* (bylaws and forms available at www.squamish.ca).

APPLICATION DATE: DD /MMM / YYYY

READ THE FOLLOWING IMPORTANT INFORMATION BEFORE APPLYING FOR A SIGN PERMIT:

Required Documents: In order to apply for your Sign Permit, you will need to provide the District of Squamish with the following documents (where applicable):

1. A completed *Sign Permit Application Form* for each type of sign;
2. Drawings to scale showing all dimensions of each sign face;
3. Artwork of each sign face plus dimensions of lettering;
4. Drawings to scale showing the location of the sign(s) in relation to other building, structures, and property lines;
5. CSA Approval (Provincial Electrical Permit required) – signs with electrical components **only**; and
6. Encroachment Agreement and a Certificate of Insurance – signs on public property **only**.

PROPERTY INFORMATION:

Civic Address (where the sign is located): _____

OFFICE USE ONLY:

Legal Description (on *Land Title Certificate*): _____

Lot No.: _____ Subdivision: _____ Block No.: _____

Plan No.: _____ District Lot: _____ Zoning: _____

PROPERTY OWNER DETAILS:

Full Name: _____

Address – Street No. & Name: _____

City: _____ Province: _____ Postal Code: _____

Cell/Home Phone: _____ Email: _____

APPLICANT DETAILS (if different to Property Owner, e.g. Tenant, Agent, Property Manager):

Full Name: _____

Address – Street No. & Name: _____

City: _____ Province: _____ Postal Code: _____

Cell/Home Phone: _____ Email: _____

Are you hiring the services of a sign company: **Yes**, please provide details below **No**, go directly to 'SIGN DESIGN DETAILS'

SIGN COMPANY DETAILS:

Company Name: _____

Main Contact Name: _____

Company Address – Street No. & Name: _____

City: _____ Province: _____ Postal Code: _____

Business Phone: _____ Business Fax: _____

Main Contact's Cell: _____ Business Email: _____

SIGN DESIGN DETAILS:

Type	Quantity	Illuminated?	Proposed Wording on Sign(s):
<input type="checkbox"/> Fascia		<input type="checkbox"/>	
<input type="checkbox"/> Free-standing		<input type="checkbox"/>	
<input type="checkbox"/> Awning		<input type="checkbox"/>	
<input type="checkbox"/> Sandwich Board		<input type="checkbox"/>	
<input type="checkbox"/> Other: _____		<input type="checkbox"/>	

Dimensions – Length (cm): _____ Height (cm): _____ Depth (cm): _____

Area (m²): _____ Weight (kg): _____

Property Frontage (m): _____ Distance from nearest property line (m): _____

Height from grade to bottom of sign (m): _____ Height from grade to top of sign (m): _____

Sign Face Material: _____

Frame Material: _____

Cross Bracing: _____

Method of Attachment: _____

Does the sign have electrical components? No Yes (If Yes, provide CSA approval. Provincial Electrical Permit is also required)

Is any encroachment onto public property proposed? No Yes (If Yes, an encroachment agreement and a Certificate of Insurance is required pursuant to Section 5.3 of the *Sign Bylaw*)
 (e.g. projecting sign or sandwich board sign on public lands)

READ THE FOLLOWING IMPORTANT INFORMATION BEFORE APPLYING FOR A SIGN PERMIT:

Permit Fees: Your completed application will be reviewed by a Building Official to ensure your sign conforms to all bylaw requirements. Once approved, you will be required to pay the applicable permit fee when you collect your Sign Permit from Municipal Hall:

- Signs up to 2 m² \$40.00 per sign
- Signs over 2 m² and less than 10 m² in area \$60.00 per sign
- Signs over 10 m² in area \$100.00 per sign
- Annual encroachment fee for sandwich board \$ 50.00

Permit Expiry: A Sign Permit will expire if the sign is not erected within six months of the issue date.

As owner or owner’s agent, I have verified that the information contained within this document and associated applications and plans is correct and that I am acting with the owner’s full knowledge and permission. In consideration of the granting of a Sign Permit, I agree to comply with all applicable requirements of the *Sign Bylaw* and *Encroachment Bylaw*, and all other applicable laws, bylaws and regulations, and to indemnify and save harmless the District of Squamish and its officials, officers, employees and agents (“District Personnel”) against all claims, liabilities, judgments, costs and expenses which may accrue against the District of Squamish in consequence of and incidental to the permissions to place, erect or display the sign. I further certify that the sign and its support meet the construction requirements in the *Sign Bylaw* and the *Building Bylaw*.

The information on this form is collected under the authority of the *Development Procedures & Fees Bylaw* (1446, 1997) and is used to process your application. If you have any questions about the collection and use of this information, please contact the Information and Privacy Coordinator at the District of Squamish on 604.815.5006 or email privacy@squamish.ca.

Signature of Property Owner DD / MM / YYYY
Date

Signature of Applicant (if not Owner) DD / MM / YYYY
Date

OFFICE USE ONLY:			
Proposed signage complies with the District of Squamish <i>Sign Bylaw</i> :		<input type="checkbox"/> Yes	<input type="checkbox"/> No
If No, provide reason for refusal of sign permit: _____			
Sign Permit Number Issued: _____		Expiry Date of Permit: DD / MMM / YYYY	
Date Received: DD / MMM / YYYY	Date of Approval: DD / MMM / YYYY	Sign Permit Fee: \$ _____	
Conditions of Permit: _____			

_____ Signature of Building Official	DD / MM / YYYY Date	_____ Signature of Planner	DD / MM / YYYY Date