

### Forms and Fees

Document	Details
Application Form	<ul style="list-style-type: none"> <li>A Sign Permit application form must be completed and signed at time of submission. Where the owner is a company, the signature required is from a representative with signing authority.</li> <li>Business / Tenant / Occupant of the building must provide Business Licence Number</li> <li>Sign Contractor or Sign Installer must provide Business Licence Number</li> </ul>
Application Fee	<ul style="list-style-type: none"> <li>An application fee, based upon the current effective <a href="#">Fee Schedule</a>.</li> </ul>

### Drawings and Context – to be submitted with metric units

Document	Details
Site Plan	<ul style="list-style-type: none"> <li>Property lines and dimensions</li> <li>Existing buildings and dimension of all sides</li> <li>Proposed sign locations</li> <li>Existing signs</li> <li>Landscaping within the general area</li> </ul>
Photographs of Existing Building(s) or Sign(s)	<ul style="list-style-type: none"> <li>Current photograph of the building and signs on the lot and adjacent buildings at the location of the proposed sign</li> </ul>
Sign Information	<ul style="list-style-type: none"> <li>Proposed sign dimensions (in metric units)</li> <li>Description of the advertising copy or wording to be displayed, including the style, size, colours of all the letters, logos or similar copy of the sign</li> <li>Sign area and sign face area (in metric units)</li> <li>Clearance heights between the bottom of the sign and the grade</li> <li>Projection measurement from the face of the building wall to the outer edge of the sign</li> <li>Construction details including a cross-section detail of how the proposed sign will be attached to the structure</li> </ul>
Building Elevations	<ul style="list-style-type: none"> <li>Location(s) of proposed new sign(s) on the building</li> <li>Location(s) of existing sign(s)</li> <li>Dimensions of proposed sign(s)</li> <li>Where applicable, the dimensions of the wall or canopy to which the sign is to be attached</li> <li>Dimensions and weight of the supporting members of the sign</li> <li>Clearance heights between the bottom of the sign and the grade</li> <li>Building(s) height</li> </ul>
Illuminated Changeable Copy (Electronic) Sign Information	<ul style="list-style-type: none"> <li>Proposed colours</li> <li>Technical means of illumination or changeable copy</li> <li>The number of lighting lamps/tubes to be installed and light level</li> <li>The total illuminated sign area to be installed</li> </ul>
Engineering Drawings	<ul style="list-style-type: none"> <li>A BC Professional Engineer's original stamp and signature on the plans, SCHEDULE B and C-B following installation</li> </ul>