



Sign Permit Applications

A Guide to the Sign Permit Application Process



This Guide Explains

- ⇒ How Signs are Regulated within the District
- ⇒ Which Signs Require a Permit
- ⇒ The Purpose of a Sign Permit
- ⇒ How to Apply

This brochure is a guide only. It is general in nature and is not a legal document. Any contradiction, dispute or difference between the contents of this brochure and applicable bylaws, plans, policies or guidelines will be resolved by reference to the bylaws, or other official documents.

What Bylaw Regulates Signage in the District?

The number, size, type, form, appearance and location of all signage within the District of West Kelowna is regulated by Bylaw No. 0148. However, not all signage requires a permit prior to installation.

How Do I Access the Bylaw?

The Bylaw can be viewed at the District office located at 2760 Cameron Road in West Kelowna. Alternatively, an electronic copy of the Bylaw can be viewed at the following weblink:

<http://www.districtofwestkelowna.ca/index.aspx?page=360>

What Types of Signs Require Permits?

All types of signs are regulated by the Sign Bylaw but only some signs require a Permit. Prior to installation, the following signs require a permit:

- ⇒ Fascia (unless painted on the building face)
- ⇒ Projecting
- ⇒ Freestanding

Even if the type of sign you are planning on permanently installing or utilizing temporarily does not require a permit it is still important to familiarize yourself with the regulations contained in the Bylaw to ensure that your proposed sign conforms to the regulations.

What is the Purpose of a Sign Permit?

Fascia, projecting and freestanding signs require structurally engineered components and therefore can pose safety issues if not installed properly. The permit process is a mechanism which allows the District to ensure that all signage is installed safely.



How do I make an Application?

The applicant can obtain an application form at the District office online or at the following weblink:

<http://www.districtofwestkelowna.ca/index.aspx?page=56>

What Are the Application Requirements?

When applying for a Sign Permit, the following items must be submitted as a complete package:

- ⇒ A completed application form
- ⇒ Application fee (\$30)
- ⇒ Sign Permit fee (\$100 for Fascia or Projecting signs OR \$140 for Freestanding signs)
- ⇒ A site plan of the property. The plan should include property lines, access/egress, location of proposed sign (including setback of sign from property line when not attached to a building).
- ⇒ Photos of the property and existing signage
- ⇒ Rendering of proposed sign (including colours)
- ⇒ Proof of ownership of the property (a state of title certificate no more than 90 days old.)
- ⇒ Engineered drawings, where required

For Further Information

This brochure is intended to serve as a general guide only. For more information, please consult staff with the District's Development Services Department, who will be happy to assist you.



2760 Cameron Road
West Kelowna
British Columbia
V1Z 2T6
Phone: (778) 797-8820
Fax: (778) 797-1001

What are the Costs Associated with a Sign Permit?

The application fee is \$30. The cost of the Permit is based on sign type and the corresponding review involved:

- ⇒ Fascia or Projecting Sign Permit is \$100
- ⇒ Freestanding Sign Permit is \$140

If the application includes more than one sign on a single parcel, only one application fee will be charged. However, multiple signs require a review of each sign particulars and a permit is required for each sign. For example, if one application includes two fascia signs the fees would be: \$30 Application fee + \$100 Fascia Sign Permit + \$100 Fascia Sign Permit = \$230 total.

How Long does the Process Take?

The application process takes approximately 2-3 weeks from the time a complete application package is submitted.

What Happens if a Sign Does Not Conform to the Bylaw or is Installed Without a Permit?

Signs installed without appropriate approvals on that do not meet the Bylaw can result in daily fines or even the requirement to remove the sign. If you are unsure as to whether or not a sign meets the Bylaw contact the District for this information and staff will be happy to provide you with the information you require.

Examples of Signs Requiring Permits

