



# Sign Permit Application Form

Signage throughout the City is regulated by Bylaw No. 0148

When applying for a sign permit, the following items must be submitted as a complete package:  
 Note: Additional information may be required by the City upon review of your application package.

- A completed application form
- Application fee - \$30
- 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

\*Following fees will be required upon issuance of permit:  
 Fascia or Projecting Sign Permit \$100                      Freestanding Permit \$140 and applicable Damage Deposit Fee

## Applicant Information

If the applicant is not the registered owner, please attach a **Letter of Authorization from all registered property owners.**

Applicant/Agent	Registered Owner(s) of the Property
Name(s) (or Company Name/Contact Person):	Name(s) (as they appear on Title):
Mailing Address:	Mailing Address:
City, Province, Postal Code:	City, Province, Postal Code:
Phone (Daytime) / Phone (Other):	Phone (Daytime) / Phone (Other):
Email:	Email (and contact name if company):

## Sign Information

Proposed Sign Location	
<b>LEGAL DESCRIPTION:</b>  Lot No. _____ Plan No. _____ Block _____ City Lot _____	<b>ADDRESS:</b>  _____ Mailing Address: _____ City, Province, Postal Code: _____

Type of Sign(s) Proposed			Specifications of Proposed Sign(s)	
<input type="checkbox"/> Fascia No. of signs _____  Construction Value \$ _____	<input type="checkbox"/> Projecting No. of signs _____	<input type="checkbox"/> Freestanding No. of signs _____	Height _____ Area _____ Clearance _____  Height _____ Area _____ Clearance _____  Height _____ Area _____ Clearance _____	*Clearance means the vertical distance between the lowest point of a sign & the grade directly below the sign

Existing Signs on the Property		
<input type="checkbox"/> Fascia No. of signs _____	<input type="checkbox"/> Projecting No. of signs _____	<input type="checkbox"/> Freestanding No. of signs _____

Specifications of Existing Signs		
*Where the City is unable to determine if existing signage on the property is at or in excess of allowable signage, you may be required to fill this section out.		
<input type="checkbox"/> Fascia No. of signs _____  Area _____ Clearance _____  Area _____ Clearance _____  Area _____ Clearance _____  Area _____ Clearance _____	<input type="checkbox"/> Projecting No. of signs _____  Area _____ Clearance _____  Area _____ Clearance _____  Area _____ Clearance _____  Area _____ Clearance _____	<input type="checkbox"/> Freestanding No. of signs _____  Height _____ Area _____ Clearance _____  Height _____ Area _____ Clearance _____  Height _____ Area _____ Clearance _____

- I acknowledge that if I am granted a sign permit pursuant to this application that I am responsible for compliance with the Code, this bylaw and any other applicable enactment, code, regulation or standard relating to the work in respect of which the permit is issued, whether or not the said work is undertaken by me or by those whom I may retain or employ to provide design and/or construction services;
- I acknowledge that neither the issuance of a permit under this bylaw, nor the acceptance or review of plans, specifications, drawings or supporting documents, nor inspections made by or on behalf of the City constitute a representation, warranty, assurance or statement that the Code, the bylaws of the City or any other applicable enactment, code, regulation or standard has been complied with;
- Where the City requires that Letters of Assurance be provided by a Registered Professional pursuant to Section 290 of the *Local Government Act*, I confirm that I have been advised in writing by the City that it relied exclusively on the Letter of Assurance of "Professional Design and Commitment for Field Review" prepared by \_\_\_\_\_ in reviewing the plans, drawings, specifications and supporting documents submitted with this application for a building permit;
- I confirm that I have relied only on the said Registered Professional for the adequacy of plans, drawings specifications and supporting documents submitted with this application; and,
- I understand that I should seek independent legal advice in respect of the responsibilities I am assuming upon the granting of a permit by the City pursuant to this application and in respect of the execution of this acknowledgement.

\_\_\_\_\_  
**Signature of Owner or Authorized Agent**                      **Date**

NOTE:

- The personal information on this form is collected under the authority of the Local Government Act/Community Charter for the purposes of processing this application, and is subject to the Freedom of Information and Protection of Privacy Act. Any questions regarding this collection should be directed to the Corporate Services Department, City of West Kelowna, phone 778-797-2250.
- All contractors and subcontractors require a valid business licence to operate within the City of West Kelowna.