



Building Permit Application No. (Issued by Office):

PROPERTY INFORMATION – PROPOSED SIGN LOCATION

Building Site Address:

Zoning Designation:

APPLICANT INFORMATION

Applicant Status: **Owner** **Contractor** **Other:**

Name:

Company Name (If applicable):

Business Licence # and issuing Municipality:

Mailing Address:

City:

Province:

Postal Code:

Phone:

Email Address:

OWNER’S AUTHORIZATION – Complete if applicant is NOT the registered owner on title

Registered Owner Name(s):

Mailing Address:

City:

Province:

Postal Code:

Phone:

Email:

Please be advised that I/we, the registered owner(s) of the above-mentioned property, authorize the applicant to:

apply for and obtain a building permit in respect to the above-mentioned project.

provide to the City of West Kelowna as my agent, all information and documents required for such an application.

access property information related to the above-mentioned project on my/our behalf.

I/we agree to immediately notify the City of West Kelowna, in writing, of any changes regarding this information.

Owner’s Name(s) (print)

Owner’s Signature(s)

Date:

PROPOSED SIGN INFORMATION – CHECK ALL THE APPLY

FASCIA	No. of Signs	Height:	Area:	Clearance:
		Height:	Area:	Clearance:
PROJECTING	No. of Signs	Height:	Area:	Clearance:
		Height:	Area:	Clearance:
FREESTANDING	No. of Signs	Height:	Area:	Clearance:
		Height:	Area:	Clearance:
PORTABLE	No. of Signs	Height:	Area:	Clearance:
		Height:	Area:	Clearance:

***Clearance means the vertical distance between the lowest point of a sign and the grade directly below the sign.**

FEES

Construction Value: \$

Sign Permit

- Non-refundable fee (based on construction value):
 - \$150+ application fee
 - \$1.14% of construction value permit fee

The sign permit application fee is due at the time of building permit submission. Additional permit fees will be due at the time of sign permit issuance and are per the City of West Kelowna [Fees and Charges Bylaw No. 0028](#). Acceptance of fees does not imply or guarantee application approval.

EXISTING SIGNS LOCATED ON THE PROPERTY

Type and Number of Existing Signs – Check all that apply

FASCIA	No.	PROJECTING	No.	FREESTANDING	No.	PORTABLE	No.
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***More detailed information may be required when existing signage on the property is at, or in excess, of allowable signage. This may include the height, area, and clearance of all existing signs.**

SIGNATURE

I acknowledge that if I am granted a building permit pursuant to this application that I am responsible for compliance with the BC Building Code, all City of West Kelowna Bylaw's 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 District constitute a representation, warranty, assurance or statement that the Code, the bylaws of the District 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: (list names of any Registered Professionals by which letters were provided)

OR see attached Schedules

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.

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 are to be directed to Legislative Services at 778-797-2250.

Applicant Signature:

Dated: