

# **DISTRICT OF SECHELT APPLICATION FOR SIGN PERMIT**

## **Subject Property**

Name of business \_\_\_\_\_

Street Address \_\_\_\_\_

## **Business Owner and Mailing Address**

Name \_\_\_\_\_

Mailing Address \_\_\_\_\_

Home Phone / Work Phone / email \_\_\_\_\_

## **Applicant or Authorized Agent and Mailing Address (If Different from Business Owner)**

Name \_\_\_\_\_

Mailing Address \_\_\_\_\_

Home Phone / Work Phone / email \_\_\_\_\_

## **Nature of Signage**

Type of Sign (Eg. wall mounted, free-standing, canopy, etc.) \_\_\_\_\_

Associated Land Use (E.g. Restaurant, home occupation, etc.) \_\_\_\_\_

Total Number of Existing Signs to remain on Premises \_\_\_\_\_

Total Number of new Proposed Signs on Premises and Parcel \_\_\_\_\_

## **Description of Proposal (If space inadequate, please attach additional pages.)**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I / We hereby declare that the information contained herein is, to the best of my/our knowledge, factual and correct.

**Signature(s) of Owner and Applicant/Agent**

**Date**

\_\_\_\_\_ Owner(s)

\_\_\_\_\_

\_\_\_\_\_ Applicant/Agent

\_\_\_\_\_

**Attachments to Application for Permit:**

Please go through this list with a District of Sechelt staff member. The following information may be requested to consider your sign-application.

- Two (2) copies of architectural / layout plans for any proposed signage, including building elevations on which the signage is to be affixed or located within view of, with details on dimensions, sign area, materials, finish, and colour;
- Two (2) copies of colour digital or photographic prints which clearly indicates the location and relative size of the proposed signage in relation to the building on which it is to be placed on or near, with details on dimensions, sign area, materials, finish and colour;
- Sealed plans and letter from a Registered Professional Structural Engineer (P.Eng.) for any permit for a sign as required under the current District of Sechelt Building Bylaw or the British Columbia Building Code
- Two (2) copies of a site plan (11" x 17") showing the location of any proposed freestanding *signs* and all relevant buildings, structures, streets, lanes, driveways, and parking and loading areas, and watercourses within 30 m of the subject property

If you have any questions about the collection and use of this information or your application, please contact the District of Sechelt Planning Department, Second Floor, 5797 Cowrie Street, Box 129, Sechelt, BC, V0N 3A0. Phone 604-885-1986; Fax 604-885-7591; Email [planning@district.sechelt.bc.ca](mailto:planning@district.sechelt.bc.ca).

**Notes:**

1. If an agent/applicant is handling the applicant, please supply written authorization from registered property owner.
2. Attach additional pages, if necessary.

<p><b>Official Use:</b></p> <p>Zoning: _____ DPA No.: _____</p> <p>Fees Paid (Date/Amount): _____</p> <p>Existing Permits (Y/N; Date) _____</p> <p>Existing Non-Conforming <i>Signs</i>(Y/N; Description; Date Recorded) _____</p> <p>_____</p> <p>_____</p> <p>Request for More Documentation(Y/N; Date): _____</p> <p>All Required Documentation Received on: _____</p> <p>Date Permit Issued: _____</p>
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**Where a sign permit is required to be issued under Bylaw No. 456, a non-refundable application fee is payable as follows:**

- \$50.00 for each fixed, permanent sign with a sign area up to 3.0 square metres (32.3 sq.ft.); or
- \$100.00 for each fixed, permanent sign with a sign area exceeding 3.0 square metres (32.3 sq.ft.).