

Sign Permit Application

Town of Sidney
 Development Services Department
 2440 Sidney Ave Sidney BC, V8L1Y7

Email: developmentservices@sidney.ca **tel 250-655-1725 fax 250-655-4508**
Website: www.sidney.ca

Description of Property

Civic Address _____ **PID** _____

Legal Lot _____ Block _____ Section _____ Range _____ Plan _____

Contacts

Please print clearly.

Property Owner

Name		Company	
Address		City	
Email		Postal Code	
Phone	Cell	Fax	

Sign Company

Name		Company	
Address		City	
Email		Postal Code	
Phone	Cell	Municipality & Business Licence #	

Tenant

Name		Company	
Address		City	
Email		Postal Code	
Phone	Cell	Fax	

Neither the issuance of a permit under this bylaw, nor the acceptance or review of plans, drawings or supporting documents, nor any inspections made by or on behalf of the Town shall in any way relieve the owner or his or her agent(s) from full and sole responsibility to perform the work in strict accordance with the Town of Sidney Building Bylaw, the Building Code and or other applicable enactments. The undersigned owner/authorized agent of the owner makes an application as specified herein and declares that the information submitted in support of the application is true and correct in all respects. I have read, understood and agreed to the above conditions.

Signature of Owner
 (or applicant with owner's authorization)

Date

Sign Permit Application

Any personal information provided in this application is collected for the purpose of administering the Local Government Act, and the bylaws of the municipality under the Local Government Act, and under the authority of those enactments. Questions about the collection of the information may be directed to the Freedom of Information Officer.

Development Details

Sign Type & Number Proposed Fascia _____ Canopy _____ Projecting _____ Marquee _____ Free Standing _____
 Sandwich Board _____ Other (please describe) _____

**Please note that if a new canopy structure is proposed a Development Permit may be required (which may require an Engineer's Report).*

Building Use Commercial Industrial Residential Other _____

Sign District A B C D E F G H I Other _____
(as per Sign Bylaw)

Describe Proposed Signage

Is there already pre-existing signage erected/installed for this business? Yes No

If yes, indicate how many, what type and the location on which building faces?

Information Required for Submission

Req'd	Included	Documents
		Rendering of Proposed Sign Include dimensions and colours of all proposed signs, including distance from the ground – to scale
		Context Image Showing the proposed location of the sign(s) on the building/property with relative measurements – to scale
		Property Owner's Authorization
		Strata Authorization
		Sign Permit Fee(s)

Consult with staff to determine non-applicable (N/A) items.

Additional information may be requested during application review.

Incomplete applications will not be accepted or processed.

Value of Construction \$ _____
Total value of all signs proposed

Office Use Only

Development Permit Area	Date Received	Received By
Submitted Information		
Required Documents		
Required Plans		Total Permit Fee \$