



# TOWN OF GIBSONS APPLICATION FOR SIGN PERMIT

I, \_\_\_\_\_ of \_\_\_\_\_  
PROPERTY OWNER'S NAME (PLEASE PRINT) ADDRESS OF SIGN LOCATION

\_\_\_\_\_  
OWNER'S SIGNATURE TELEPHONE

## DO HEREBY AUTHORIZE

\_\_\_\_\_  
AGENT/TENANT NAME (PLEASE PRINT) AGENT'S ADDRESS

\_\_\_\_\_  
AGENT/TENANT SIGNATURE TELEPHONE

**TO APPLY FOR A SIGN PERMIT AS PER THE ATTACHED SPECIFICATIONS, UPON ISSUANCE OF PERMIT, THIS APPLICATION WILL FORM PART OF THE CONDITIONS AND REQUIREMENTS.**

LEGAL: \_\_\_\_\_

BUSINESS NAME: \_\_\_\_\_

MANUFACTURER  \_\_\_\_\_

INSTALLER  \_\_\_\_\_

<p><b>SIGN TYPE AND DESCRIPTION (SPECIFY):</b></p> <ul style="list-style-type: none"> <li>• FREESTANDING: _____</li> <li>ANY EXISTING FREESTANDING SIGNS ON THIS LOT? _____</li> <li>ELECTRICAL/ILLUMINATED: _____</li> <li>ELECTRONIC MESSAGE: _____</li> <li>LETTER OF ASSURANCE OF DESIGN AND COMMITMENT FOR FIELD REVIEW FROM A PROFESSIONAL ENGINEER IS REQUIRED FOR SIGN AND BASE</li> <li>• FASCIA: _____ • AWNING _____</li> <li>• OTHER TYPE: _____</li> <li>OVERHANGING PROPERTY? _____</li> </ul>	<p><b>SIGN DIMENSIONS:</b></p> <p>TOTAL HEIGHT: _____ FT</p> <p>CLEARANCE FROM GRADE OR SIDEWALK _____ FT</p> <p>SIGN AREA (BOTH FACES) _____ FT<sup>2</sup></p> <p>LENGTH _____</p> <p>HEIGHT _____</p> <p>DEPTH _____</p> <p>WEIGHT _____</p> <p>SUPPORTS AND ANCHORS _____</p>
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**APPLICATION FEES:** SIGN PERMIT: \$ \_\_\_\_\_ DEVELOPMENT PERMIT: \$ \_\_\_\_\_  
(NON-REFUNDABLE)

Owner/Agent is responsible for and agrees to:

- All aspects of work and safety conformance to regulations and bylaws.
- To search the title and records, etc. for easements, rights-of-way, restrictive covenants, location of all and any services prior to any excavation of work.
- To obtain Electrical Permit and all necessary inspections.
- All wiring to be underground and otherwise concealed.
- Removal of any unauthorized signs.

\_\_\_\_\_  
APPLICANT'S SIGNATURE DATE BUILDING INSPECTOR'S SIGNATURE DATE  
CONSTITUTES AUTHORITY TO ISSUE PERMIT



**TOWN OF GIBSONS**  
474 SOUTH FLETCHER ROAD  
PO BOX 340  
GIBSONS, BC V0N 1V0

## **SIGN PERMIT APPLICATION PROCEDURE**

SIGN BYLAW No. 526, 1985

### 1. BUILDING DEPARTMENT – BASIC SIGN PERMIT

- Drawings required – 2 sets complete.
- Location map and site plan drawn to scale showing dimensions of lot, distances to property lines, location of buildings, existing signs, areas, easements, rights-of-way, etc.
- Elevation of building walls and dimensions showing position of proposed signs and any existing signs.
- Sign drawing to scale showing the sign area, dimensions, total height, clearance, copy to be used, supporting structure and footing drawings.
- Specify type of illumination and colours to be used.
- Letters of Assurance from Professional Engineer required if requested by Building Inspector.

### 2. IF IN A DEVELOPMENT PERMIT (FORM AND CHARACTER) OR (REVITALIZATION) AREA, please consult with the Planning/Building Department for their review of acceptable signage.

In addition to drawings for Sign Permits, an exterior coloured pictorial rendering of the proposed sign and/or awning must be submitted with an application.

After applications have been reviewed and have cleared the Development Permit process, they will be referred to the Building Department for the permit issuance process.

### 3. VARIANCE PERMIT?

If the proposal exceeds the requirements of the Sign Bylaw or Development Permit Guidelines, then a Development Variance Permit application is required. This requires a pre-paid fee of \$250.00 plus GST for a total of \$267.50 and an application made to the Planning Department.

### 4. SIGNS ON OR PROJECTING OVER PUBLIC PROPERTY

If a sign is on or overhanging public property, all applications must include insurance. The owner of the property must provide a certificate of insurance showing the owner's name as an insured and the Town of Gibsons as additional insured with public liability and property damage in the amount of \$2M (Two Million Dollars), and including a 30-day notice of cancellation clause.

THANK YOU FOR YOUR COOPERATION

**NOTE: All fees are non-refundable.**

*The personal information collected on this form is done so pursuant to the Community Charter and/or the Local Government Act and in accordance with the Freedom of Information and Protection of Privacy Act. The personal information collected herein will be used only for the purpose of processing this application or request and for no other purpose unless its release is authorized by its owner, the information is part of a record series commonly available to the public, or is compelled by a Court or an agent duly authorized under another Act. Further information may be obtained by speaking with the Town's Director of Corporate Administration at 604-886-2274 or 474 South Fletcher Road, Gibsons.*