



City of Courtenay

830 Cliffe Avenue
Courtenay, BC, V9N 2J7
Tel: 250.334.4441 Fax: 250.334.4241

Sign Permit Application

See City of Courtenay *Sign Bylaw No. 2042, 1998* for detailed requirements

NAME & ADDRESS OF OWNER (S)	NAME & ADDRESS OF CONTRACTOR/AGENT:
Business Name: _____ Contact Name: _____ Address: _____ Postal Code: _____ Phone: _____ Fax: _____ E-mail: _____	Business Name: _____ Contact Name: _____ Address: _____ Postal Code: _____ Phone: _____ Fax: _____ E-mail: _____

LOCATION OF SIGN INSTALLATION

Address: _____ Total Number of Signs on Premise _____
Proposed _____ Existing _____

FREESTANDING SIGN (SUPPLY 2 (TWO) SCALED DRAWINGS) New Addition Alteration Relocation

Property Size and Frontage	Proposed Sign Height	Proposed Sign Area	Proposed Setback(s)

FASCIA SIGN (SUPPLY 2 (TWO) SCALED DRAWINGS) New Addition Alteration Relocation

Building Face Area	Proposed Sign Area	Combined Sign Area (Fascia/All Signs)
_____ m X _____ m = _____ (height) (width) (total area)	_____ m X _____ m = _____ (height) (width) (total area)	

OTHER SIGNS (SUPPLY 2 (TWO) SCALED DRAWINGS) Awning Directional Flag or Banner Directory
 Portable Projecting Temporary

Proposed Sign Area	Proposed Sign Area
_____ m X _____ m = _____ (height) (width) (total area)	_____ m X _____ m = _____ (height) (width) (total area)

OWNER/AGENT AUTHORIZATION

I, the undersigned, being the owner/agent for the owner of the property described, apply for a permit to do the work detailed in this application.

In consideration for this permit, I agree for myself and my assigns to indemnify and keep harmless the Corporation of the City of Courtenay and its officers against all claims, liabilities, judgements, costs and expenses which may accrue from granting this permit, or which may be brought or made against the Corporation of the City of Courtenay, or its officers, in respect of any matter arising out of the works contemplated therein.

This permit and/or approval of plans or specifications supporting the application does not relieve the applicant, owner or occupant from conforming to all acts, by-laws and regulations; relieve the owner's responsibility to search the title and check for restrictions against the property; and make the municipality responsible for providing roads, lanes, water or any service for the property concerned, or impose upon the municipality or its employees any obligation to inspect or approve any construction carried on under this permit.

Signature of Owner or Authorized Agent

Date

All contractors and sub-contractors require a business license to operate within the city limits.

OFFICE USE ONLY	
Zoning: _____ Sign Permit No. _____	Condition of Permit: _____
Sign Permit Fee: _____	Approved by: _____



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Guidelines for Signage Submissions

GUIDELINES FOR SIGNAGE SUBMISSIONS

Signage submissions are required for any development permit which proposes freestanding, fascia or other signage. If signage is not considered as part of the original development permit, a second development permit will be required prior to the installation of any signage.

For existing buildings, a development permit will be required for any new signage except:

- To change the copy of an existing sign provided the existing sign structure conforms to the City of Courtenay Sign Bylaw No. 2042, 1998 and all amendments thereto;
- For any new sign(s) on an existing building face or business premise provided the new sign(s) has a sign area that is equal to or less than the existing sign(s) on the building face or business premise and conforms to the City of Courtenay Sign Bylaw No. 2042, 1998 and all amendments thereto.

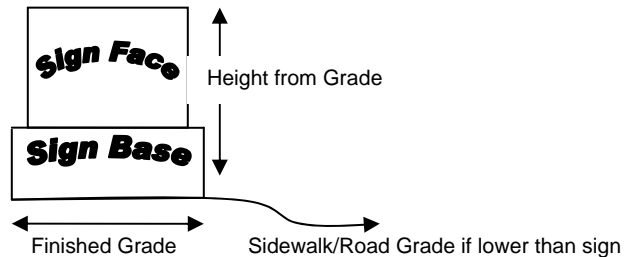
Sign permits are required for all signs prior to installation.

REQUIRED SUBMISSIONS

- 2 (Two) Colour Copies of Scaled drawings in metric dimensions are required for all signs and must include the following information:**

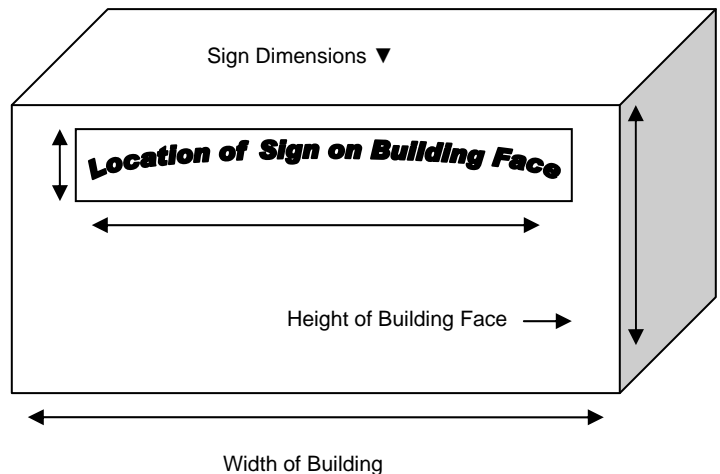
FREESTANDING SIGNS

- Sign graphics
- Sign dimensions and area
- Height from grade or sidewalk/road
- Site survey indicating location of sign on parcel
- Landscape Plan
- Construction materials and sign finish
- Proposal for sign lighting



FASCIA SIGNS

- Sign graphics
- Sign dimensions and area of all existing and proposed signs
- Location on building face
- Construction materials and sign finish
- Proposal for sign lighting



ALL OTHER SIGNS

- Sign graphics
- Sign dimensions and area
- Site plan showing location of sign on parcel