

SIGN PERMITS

Development Services Department
250-615-4022 | www.terrace.ca



When do I need to get a sign permit?

A sign permit is required in almost all cases, whether you are putting up a new sign or replacing an existing sign.

- See **Sign Bylaw 2102-2016, Section 5.**
- *Tip:* Find a copy of the sign bylaw at www.terrace.ca/city-hall/bylaws

What types of signs do NOT require permits?

Banners, building identification signs, construction signs, garage sale signs, portable signs, real estate signs

- *Note:* Though these signs may not require a permit, there may be regulations about the number, size, locations, and time period these signs can be displayed.

How do I apply for a sign permit?

- Visit the [Planning section of the City of Terrace website](#) for an electronic fillable form version, or
- Contact the City of Terrace Public Works building at 5003 Graham Ave or 250-615-4022.

Can I hire a sign company to apply for a permit on my behalf?

A property owner may hire a sign-making company to submit an application for a proposed sign, but the property owner must sign a copy of the permit or provide a letter of authorization stating the company is permitted to do so. The owner of the property is ultimately responsible for ensuring the sign meets the bylaw requirements.

How much signage can I have on my property?

The amount of signage allowed for a single property depends of the property zoning. A single property is permitted a maximum total sign area that includes all types of commercial advertising signs on the property. In addition, each sign type has a maximum permitted size.

- Refer to **Sign Bylaw 2102-2016, Section 6.**

What type of signs can I have on my property?

Only certain types of signs are permitted on each property, depending on its zoning.

- Refer to **Sign Bylaw 2102-2016, Section 6.**

I am an owner of a multi-tenant commercial property. How much signage I am allowed?

Sign area is calculated per property. A multi-tenant property owner must be aware of the amount of signage on the property and may allocate the signage as desired to the tenants, so long as the total does not exceed the total allowed for the property.

Can I have a sign for my home-based business?

Signs for home-based businesses (Home Occupations) require a sign permit. Signs are not permitted for a Level 1 Home Occupation. Level 2 and 3 Home Occupations are limited to 1 sign on a wall, window, or fence. The size of a sign depends on the type of Home Occupation.

Level 2 Home Occupation = Max. 0.4 m² (approx. 2'x2')
Level 3 Home Occupation = Max. 1.2 m² (approx. 3'x4')

- See **Zoning Bylaw No. 2069-2014.**

Can I advertise my business on another property?

No. Third party advertising is not permitted. A business may only advertise their business on the property where the business is occurring.

Where can I put my Community Event sign?

Community Event signs are temporary signs erected to inform the public of a community service or activity. Most commonly, these are events organized by non-profit groups or societies.

A Community Event Signboard located on Keith Avenue across from the Visitors Info Centre is available. Visit the Visitors Info Centre for details on using this signboard. In addition, a Community Event sign can be placed on private property or in the public right of way for a limited period of time. A permit and a deposit are required for all such Community Event signs.

HOW DO I KNOW WHAT MY PROPERTY IS ZONED?

Go to <https://www.terrace.ca/terramap> to find TerraMap, the online mapping application. To learn more about TerraMap, see [Fact Sheet #DS-01 – TerraMap](#) or call Development Services at 250-615-4022.