



Development Services Department
5003 Graham Avenue
Terrace, BC V8G 1B3
250-615-4022 www.terrace.ca/city

Sign Permit Application Form

A Sign Permit is required for all signs unless exempted in Sign Bylaw No. 2102 – 2016.

Incomplete applications will not be accepted.

<i>To be completed by the City of Terrace:</i>	
APPLICATION #:	_____
APPLICATION DATE:	_____
	<small>(YYYY/MM/DD)</small>
BUILDING PERMIT REQUIRED?	YES <input type="checkbox"/> NO <input type="checkbox"/>
BUILDING PERMIT APPLICATION #:	_____

REQUIRED DOCUMENTS FOR APPLYING FOR A SIGN PERMIT

1. Sign Permit Application Form;
2. Sign Permit Fee(s) *(See Sign Bylaw No. 2102 – 2016)*;
3. Additional Submission Requirements *(Section "L")*; and
4. Building Permit Application Form *(where applicable)*.

A. SUBJECT PROPERTY

Legal Description	_____
Civic Address	_____
Zoning	_____

B. SUBJECT PROPERTY OWNER(S) DETAILS *(if other than applicant)*

Name(s)	_____		
Address	_____	Postal Code	_____
Phone	_____	Cell	_____
Email	_____		

C. APPLICANT/AGENT DETAILS

Name(s)	_____		
Address	_____	Postal Code	_____
Phone	_____	Cell	_____
Email	_____		

D. SIGNATURE OF APPLICANT

SIGNATURE OF OWNER(S)

_____	_____
_____	_____
DATE: _____	DATE: _____

Letter of Authorization Provided: Yes

I/We have attached to this application the documents required as noted on this form and agree to submit further information deemed necessary for processing this application.

E. Are you hiring the services of a sign company? Yes, provide details in "F" No, go to "G"

F. SIGN COMPANY DETAILS

Company Name _____

Main Contact Name _____

Company Address _____

Business Phone _____ Business Fax _____

Business Email _____

PLEASE COMPLETE ALL AREAS APPLICABLE TO YOUR PROPOSAL

G. DETAILS OF EXISTING SIGN(S) TO BE RETAINED ON SUBJECT PROPERTY

Type of Sign *	Dimensions or Sign Area	Height †	Setback ‡	Content or Business Name	Characteristic §	Facing (N.E.S.W)

* Sign Types: wall, ground, window, freestanding, projecting, canopy, suspended etc..
 † Overall height of sign above the ground for freestanding and ground signs and clearance from ground for projecting, canopy and suspended signs
 ‡ Provide the distance between the sign and the property line for freestanding, canopy and projecting signs.
 § Sign characteristics include: Changeable Copy, Internally Illuminated, Externally Illuminated, Exposed Bulb or Neon, or EMC Sign.

H. DETAILS OF PROPOSED SIGN(S)

Type of Sign *	Dimensions or Sign Area	Height †	Setback ‡	Content or Business Name	Characteristic §	Facing (N.E.S.W)

* Sign Types: wall, ground, window, freestanding, projecting, canopy, suspended etc..
 † Overall height of sign above the ground for freestanding signs and clearance from ground for projecting, canopy and suspended signs
 ‡ Provide the distance between the sign and the property line.
 § Sign characteristics include: Changeable Copy, Internally Illuminated, Externally Illuminated, Exposed Bulb or Neon, or EMC Sign.

I. TOTAL SIGN AREA

Sign Area of all Existing Signs *(retained)*: _____

Sign Area of Proposed Signs: _____

Total Sign Area (Proposed & Existing): _____

J. ADDITIONAL SUBJECT PROPERTY DETAILS

Wall dimensions & area of each applicable wall *(if proposing a Wall Sign)*

North Wall	East Wall	South Wall	West Wall
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Window dimensions & area of each applicable window *(if proposing a Window Sign)*

Window #1	Window #2	Window #3	Window #4
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K. TEMPORARY SIGN DETAILS

Community Event Sign

Proposed location(s) on public property: *(describe location or provide nearest property address)*

Proposed location(s) on private property* :

Address: *(list all that apply)* _____

* A Community Event Sign on private property is allowed only in C3 – Service Commercial zones that front on Highway 16 or Keith Avenue.

Number of Signs Requested: *(Maximum 3)* _____

ADDITIONAL SUBMISSION REQUIREMENTS FOR ALL PERMANENT SIGNS

L As described in the City of Terrace’s Sign Bylaw “Permit Regulations,” all applicants must provide the following information (*where applicable*):

- If the applicant is not the property owner, provide a Letter of Authorization from the property owner.
- Site Plan drawn to scale showing:
 - ✓ Where the proposed sign is to be located.
 - ✓ Buildings and any existing sign(s) located on the property. If there are existing sign(s) located on the property, provide the sign area.
 - ✓ Distances related to the Lot and buildings, and the distances from the sign to any of these.
- A scale drawing of the proposed sign, giving the dimensions of the sign and any supporting structure.
- An illustration of the proposed content of the sign.
- For canopy, projecting and suspended signs provide the minimum height clearances of the proposed sign from the finished grade, including from sidewalks or the public right-of-ways. Also provide minimum distance from property lines.
- The dimension of the wall surface of the building to which the proposed sign may be attached.
- For freestanding signs provide an overall height and the minimum distance from property line.
- Freestanding signs require structural, footing, and material specifications, and if necessary, the engineering documentation showing how the proposed sign will be erected*.
- Information about the type of lighting to be used. If the proposed sign is an Illuminated or an EMC Sign, specify the type of Illumination or display screen and description of proposed graphics or message content. Specify if the sign is equipped with programmable daylight sensor technology.
- If the proposed sign is electrified, a drawing showing where the connections will be made and where any underground cable or conduit is to be buried.
- Any other information as may be required by the Director.

* May require an application for a Building Permit (structure components only) with the City.

Please Note:

- **THIS IS NOT A BUILDING PERMIT APPLICATION. TO ERECT A SIGN YOU MAY ALSO BE REQUIRED TO OBTAIN A BUILDING PERMIT.**
- **A VALID BUSINESS LICENSE IS REQUIRED FOR THE ADVERTISING BUSINESS BEFORE A SIGN PERMIT WILL BE ISSUED.**
- **FOR SIGNS PROJECTING OVER PUBLIC RIGHT OF WAYS PROOF OF VALID LIABILITY INSURANCE IS REQUIRED**
- *Measurements in metric are preferred.*
- *Electronic submissions of supporting documents in PDF are preferred.*
- *Additional information may be requested during review of the application.*
- *Please email the completed application to developmentervices@terrace.ca*
- *Information about sign permits and fees can be found in Section 5.0 of Sign Bylaw No. 2102-2016*