



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>(MM/DD/YYYY)</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 _____

Current OCP Designation & Zoning _____

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

Name(s) _____

Address _____

Phone _____ Cell _____

Fax _____ Email _____

C. APPLICANT/AGENT DETAILS

Name(s) _____

Address _____

Phone _____ Cell _____

Fax _____ Email _____

D. SIGNATURE OF APPLICANT

SIGNATURE OF OWNER(S)

DATE: _____

DATE: _____

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 _____

Main Contact's Cell _____ 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	Sign Area	Height	Setback*	Content or Business Name	Characteristic**	Facing (N.E.S.W)

* 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.

H. DETAILS OF PROPOSED SIGN(S)

Type of Sign*	Dimensions & Sign Area	Height	Setback**	Proposed Wording on Sign	Characteristic***	Facing (N.E.S.W)

* Any signs with structural installation components (e.g., Freestanding or Wall Sign) will require an application for a Building Permit from the City.
 ** 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: _____

Sign Area of Proposed Signs: _____

Total Sign Area (Proposed & Existing): _____

J. ADDITIONAL SUBJECT PROPERTY DETAILS

Frontage _____

Primary Frontage *(if applicable)* _____

Building Frontage *(if Tenant Unit)* _____

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

North Wall	East Wall	South Wall	West Wall

Window dimensions & area of each applicable window *(if proposing a Window Sign)*

Window #1	Window #2	Window #3	Window #4

K. TEMPORARY SIGN DETAILS

Community Event Sign

Proposed location(s) on public property: _____

Proposed location(s) on private* property: _____

Number Requesting: *(Maximum 3)* _____

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

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 Undertaking 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.
- The maximum and minimum height of the proposed sign from the finished grade, including clearances from sidewalks or the public right-of-way.
- The dimension of the wall surface of the building to which the proposed sign may be attached.
- An illustration of the proposed content of the sign.
- The structural, footing, and material specification, and if necessary, the engineering documentation showing how the proposed sign will be erected*.
- A copy of the colours to be used and the type of lighting. 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:

- *Measurements in metric are preferred.*
- *Electronic submissions of supporting documents in PDF are preferred.*
- ***This is not a Building Permit application. To erect a sign you are also required to obtain a Building Permit. The exceptions to this are signs such as Window Signs, Temporary Signs, signs painted on a building, or changing only the sign face (with proof of valid and current permits).***
- *Additional information may be requested during review of the application.*
- *Please email the completed application to developmentservices@terrace.ca*