



# Sign Permit Application Form

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Bag Service 399 | Fort Nelson, BC | V0C 1R0 | [www.NorthernRockies.ca](http://www.NorthernRockies.ca)

## GENERAL INFORMATION

Name of Applicant/s: \_\_\_\_\_

Address of Proposed Sign : \_\_\_\_\_

Business Name: \_\_\_\_\_

Phone Number: Bus \_\_\_\_\_ Res: \_\_\_\_\_ Cell: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Legal Description: \_\_\_\_\_

Zoning Designation: \_\_\_\_\_ Development Permit Area Designation: \_\_\_\_\_

Building Owner or Management Company: \_\_\_\_\_

Building Owner of Management Signature: \_\_\_\_\_

*An Authorization Letter from the Owner of Building Manager would also be acceptable*

## PROPOSED SIGN TYPE

<input type="checkbox"/> New Construction <input type="checkbox"/> Alteration/Replacement Illuminated Y / N Revolving Y / N	<b>Building Sign Type</b> <input type="checkbox"/> Banner <input type="checkbox"/> Canopy <input type="checkbox"/> Fascia <input type="checkbox"/> Projecting		<b>Free Standing Sign Type</b> <input type="checkbox"/> Neighbourhood <input type="checkbox"/> Business Directory <input type="checkbox"/> Other: _____		<b>Other</b> <input type="checkbox"/> Portable/Sandwich <input type="checkbox"/> Other: _____	<b>How many SIGNS already exist on this site?</b> _____
	<input type="checkbox"/> Under-Canopy <input type="checkbox"/> Window <input type="checkbox"/> Roof					

## ALL APPLICATIONS MUST INCLUDE THE FOLLOWING:

- ✓ A Site Plan showing existing building/s and the location of each proposed sign on the site.
- ✓ Scaled drawings of each proposed sign/s indicating dimensions (metric), materials, colours, and any lighting proposed.
- ✓ Engineering Drawings (if applicable)
- ✓ Application Fee of \$50.00

## APPLICANTS DECLARATION:

I/We understand that the personal information on this form is collected under the authority of the *Community Charter, Local Government Act* and the Municipality's bylaws for the purpose of processing this application and for administration and enforcement. In accordance with the *Freedom of Information and Protection of Privacy Act*, this application and associated documentation may become part of a public record.

**I/WE HEREBY DECLARE THAT ALL THE ABOVE STATEMENTS AND THE INFORMATION CONTAINED IN THE MATERIAL SUBMITTED IN SUPPORT OF THIS APPLICATION ARE TO THE BEST OF MY/OUR BELIEF TRUE AND CORRECT IN ALL RESPECTS.**

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Printed Name of Applicant

\_\_\_\_\_  
Date

## OFFICE USE ONLY

Permit No: \_\_\_\_\_

Current Zoning: \_\_\_\_\_

Planning Department Approval: Y / N

Building Inspector Approval: Y / N / N/A

Permit Approved By: \_\_\_\_\_

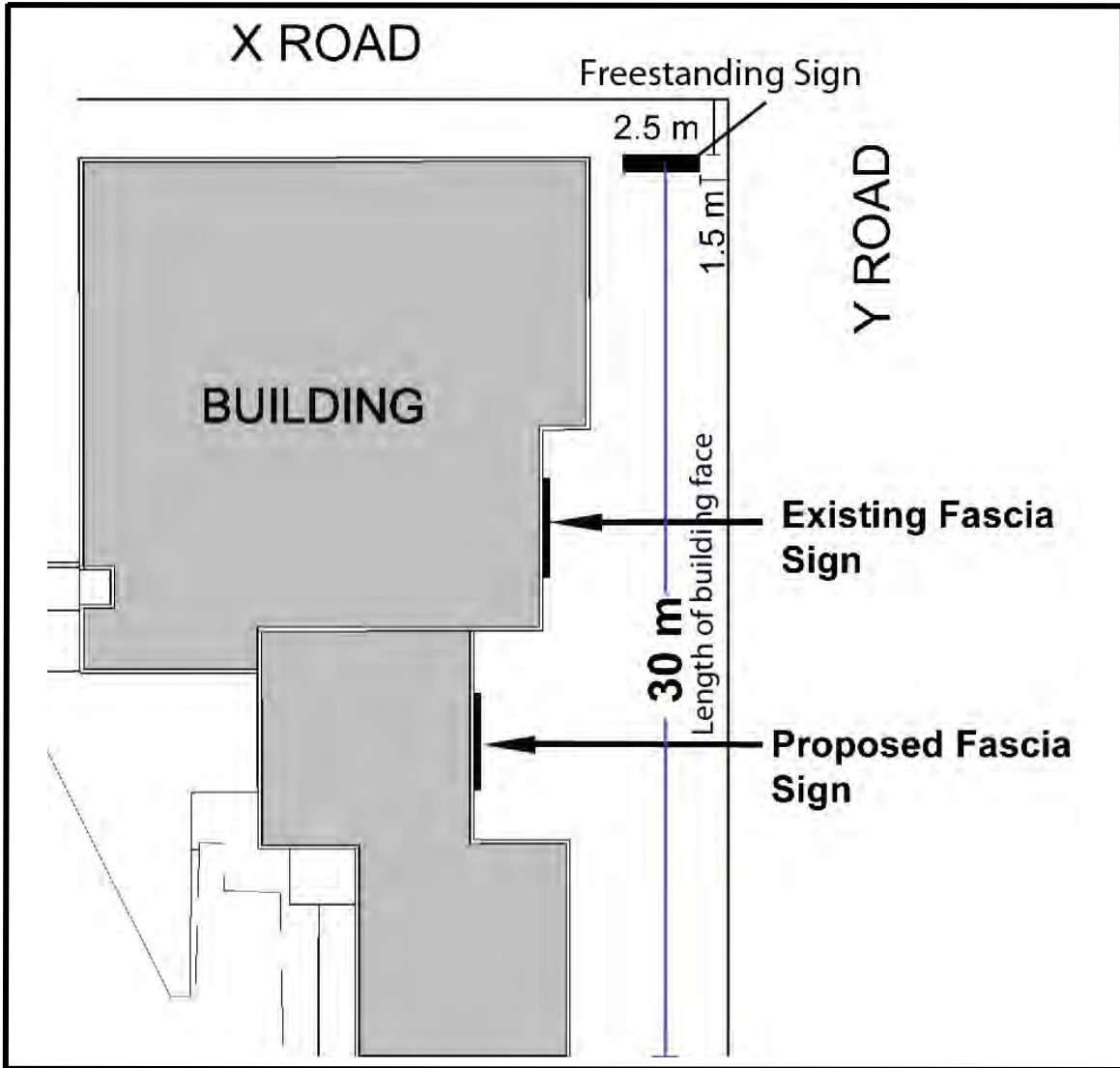
Date of Issue: \_\_\_\_\_

Comments: \_\_\_\_\_

Account Code: 01-61-1-610-833-01 \$50.00

Signature: \_\_\_\_\_

## Site Plan Example



## Elevation Plan Examples

