



**Department of Community Planning & Building**  
 100 Jensen Avenue East (PO Box 1390), Parksville, BC V9P 2H3  
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## Sign Permit Application

Office Use Only  
 Sign Permit # \_\_\_\_\_

LOCATION OF SIGN		
Civic Address	Unit No.	Legal Description

BUSINESS TO WHICH THE SIGN RELATES			
Business Name	Contact Person	Telephone Number	Address Same as Above? YES <input type="checkbox"/> NO <input type="checkbox"/>

SIGN CONTRACTOR				
Maker of Sign YES <input type="checkbox"/> NO <input type="checkbox"/>	Company Name	Contact Person	Telephone Number	Business Licence Number
Installing Sign YES <input type="checkbox"/> NO <input type="checkbox"/>				
Do you/they have a valid Business Licence to operate in Parksville? YES <input type="checkbox"/> NO <input type="checkbox"/>	Civic Address		Mailing Address	Email Address

AUTHORIZED APPLICANT				
The applicant is the...	Applicant Name	Company Name	Telephone Number	Business Licence Number
<input type="checkbox"/> Owner of the Business	Civic Address	Mailing Address	Email Address	
<input type="checkbox"/> Owner of the Property				
<input type="checkbox"/> Sign Contractor				
<input type="checkbox"/> Other _____				

PROPERTY OWNER INFORMATION		
Name of Owner or Owners	Telephone Number	Business Licence Number
Mailing Address		Email Address

APPLICANT'S DECLARATION		
<p>I/We hereby apply to the City of Parksville for issuance of a Sign Permit under the provisions of the City of Parksville <i>Sign Bylaw, 2014, No. 1511</i>. By signature herein, I/we declare that all information provided in the support of this application is true and correct. I/We fully understand that the acceptance of a permit fee and/or the issuance of a sign permit by the City of Parksville is done solely to satisfy the requirements of <i>Sign Bylaw, 2014, No. 1511</i> and does not convey or imply assurance by the City of Parksville or its employees that I/we are in conformity with any or all other City bylaws and regulations and indemnify the City of Parksville and its officials, officers, employees and agents against all claims, liabilities, judgments, costs and expenses which may accrue against the City of Parksville in consequence of an incidental to the permissions to place, erect or display the sign. <b>I/We further understand this is only an application and does not constitute the approval of any signs, and verbal approval is never given.</b></p>		
_____ SIGNATURE OF OWNER(S)	_____ PRINT NAME(S)	_____ DATE
_____ IF APPLICABLE, SIGNATURE OF APPLICANT(S)	_____ PRINT NAME(S)	_____ DATE
<b>PLEASE COMPLETE REVERSE SIDE OF APPLICATION</b>		

**SIGN PERMIT CHECKLIST AND REQUIREMENTS**

Type of Application:     New Sign             Change of Copy             Relocation             Repair

Type of Signs:             Fascia             Freestanding             Projecting             Hanging  
                                   Awning             Canopy             Mansard Roof             Other \_\_\_\_\_

For *All Signs*...include an elevation drawing showing the following:

- Length of wall or business frontage where the sign is proposed
- Height of business frontage (wall) where signage is proposed
- Exact location of proposed signage on building
- Dimensions of proposed and existing signs
- Total sign area and copy area

For *All Signs*...include detailed drawings and cross-sections of all signage showing the following:

- Height, length, and depth dimensions             Sign copy and colour details
- Materials             Fastening details (i.e. bolts, screws, etc.)
- Framework of sign             Type of lettering (i.e. raised, recessed, painted, etc.)
- Illumination details (i.e. externally lit, internally lit, halo lit, etc.)

For *freestanding\**, *awning\*\** and *projecting\*\** signs...include a site plan showing the following:

- Property lines             Site dimensions             Adjacent streets and sidewalks
- Map scale             North arrow             Landscaping under sign
- Setbacks from lot lines     Total height from grade             Clearance - underside to grade
- Any rights-of-way, accesses, egresses, and other encumbrances

\* Note: All freestanding signs over 1.83 m must be submitted with a complete building permit application.  
 \*\* Note: All awning and projecting signs must also be submitted with cross section drawings showing sign projections over public property and measured from any adjacent street curbs and property lines.

**OFFICE USE ONLY**

	<b>OFFICE USE ONLY</b>	Proposed Sign 1	Required	Proposed Sign 2	Required	Proposed Sign 3	Required
Zoning: _____							
Complies w/ zone: <input type="checkbox"/> Yes <input type="checkbox"/> No	Sign type						
No. of signs: _____	Sign area						
Permit fee: _____	Max height from ground						
DP required? <input type="checkbox"/> Yes <input type="checkbox"/> No	Clearance from ground						
DP file no.: _____	Sign depth						
Sign permit no.: _____	Business frontage						
<input type="checkbox"/> Approved <input type="checkbox"/> Denied	Type of illumination						
Date: _____	Sign complies?	<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Initials: _____							