

SIGN PERMITS



DEPARTMENT OF
COMMUNITY PLANNING
AND BUILDING

WHEN ARE PERMITS REQUIRED?

The City requires a sign permit for all new or replacement signs, unless expressly exempt under *Sign Bylaw, 2014, No. 1511*.

If you intend to construct a new sign or alter an existing sign, a permit is most likely required.

Signs must adhere to the applicable regulations in the sign bylaw. Additionally, if the sign will be located within a development permit area, signage must comply with the relevant development permit area guidelines.

Sign permits are not required for construction, directory, directional, portable (sandwich board), real estate, special event, or window signs, for signs authorized by the City for traffic control, or for signs regulating a private parking area. Although a permit is not required for the above, there are some regulations that planning staff can discuss with you.

SIGN REQUIREMENTS

The sign bylaw regulates the size, type, height, location, and other characteristics of signs based on the property's zoning designation.

Sign permit application reviews generally take between 1-2 weeks. Approved signs must be constructed or installed within 6 months of the date of permit issuance.

An approved sign permit is valid while the business is open and there is no change to the original sign. Any change to the copy, size, type or location will require a new permit.

Freestanding signs taller than 1.83 metres require a building permit to assess the safety of the sign structure, as well as the sign permit.

ITEMS TO SUBMIT

When applying for a sign permit, there are several items required to be submitted.

- Completed sign permit application form signed by the owner of the property and by the applicant, if different.
- Drawings or renderings of the sign or signs showing the height, width, and depth dimensions of the signs as well as the dimensions of the business frontage and the height above the ground where the signs will be located. Sign materials shall also be listed. If the signs will be illuminated, you must also provide a drawing or rendering showing how the sign will appear in the dark.
- Site plan from above showing locations of property lines, buildings, and signs
- Permit fee (to be submitted after sign permit issuance).

PROHIBITED SIGNS

The following sign types are prohibited in the City of Parksville:

Animated copy—signs including action, motion or rotation, flashing, or colour changes; does not include time and temperature displays.

Balloon signs*— inflated, three-dimensional device which is tethered or affixed to the ground or a structure.

Banner signs*— signs composed of fabric or similar material which may be secured to allow air movement.

Communications dish signs— communications antenna or dish which displays advertising copy.

Obsolete signs—any sign which advertises a business or product that no longer exists at the premises.

Roof signs—signs placed on or above the roof or painted or marked on the roof; excludes mansard roof signs.

Third-party signs—signs advertising a business, product or service which is not conducted or offered on the parcel.

Vehicle signs*—signs affixed to a vehicle that is visible from public property, which has attached any sign or advertising device.

*exceptions may apply

Photo Captions

Cover photo: City of Parksville.

Information is for convenience only. Contact department staff to discuss current and applicable bylaws



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