

Sign permit application form

Office Use

Folder #: SG Zoning: _____ LUC/DVP/DP: _____ Date Issued: _____

Type of sign:

- ☐ Facia ☐ Freestanding ☐ Projecting
☐ Awning ☐ Other *please specify* _____

Type of work:

- ☐ New ☐ Alteration/Repair
☐ Illuminated *electrical permit require*

Proposed wording on sign: _____

Address of sign: _____

Property owner/tenant: _____

Address of owner/tenant: _____

Postal Code: _____ Phone: _____ Fax: _____

Email: _____ Cell: _____

Required West Vancouver Business Licence issued for Business/Tenant: Lic # _____

REQUIRED INFORMATION	Height	Width	Total Area
Sign Size			
Sign Copy			
Business Façade facing street			

☐ Please check this box to verify that all required attachments as outlined in the ***Required Attachments for Sign Permit Applications*** have been included.

Applicant information. Please print.

Name: _____ Date: _____

Signature: _____



Sign permit FAQs

The following are frequently asked questions on the Sign Bylaw, the complete Sign Bylaw is available on our web site at www.westvancouver.ca/permits

DO I REQUIRE A SIGN PERMIT TO PUT UP A SIGN TO ADVERTISE MY BUSINESS?

Yes, the West Vancouver Sign Bylaw applies to all signs advertising businesses on any property and to all signs encroaching over a street or lane, except as noted below.

WHAT SIGNS ARE NOT PERMITTED IN WEST VANCOUVER?

The Sign Bylaw prohibits Sandwich Board and temporary freestanding signs; second storey fascia, awning and canopy signs; banners, balloons, buntings and inflatable devices; revolving, animated, flashing or moving signs; and signs on the side of fascia, awning or canopies

If a sign type is not mentioned in the Sign Bylaw, that sign type is not permitted.

WHAT TYPE OF SIGN CAN I HAVE TO ADVERTISE MY BUSINESS?

For first storey premises West Vancouver allows a combination of 2 signs per business with the proviso that the combination of the sign area meets the maximum area permitted in the Sign Bylaw.

The combinations permitted are:

- one fascia, awning or canopy sign
- one fascia and projecting sign
- one awning or canopy sign and one projecting sign

WHEN DOES THE ABOVE NOT APPLY?

Some buildings have Development Permits with specific sign regulations, if this applies to your building it will take precedence over the Sign Bylaw regulations.

DO I REQUIRE A PERMIT TO RE-SKIN AN EXISTING AWNING OR CHANGE THE FACE OR NAME ON AN EXISTING SIGN?

Yes, Sign Permits are required if you are re-skinning an awning or canopy or making any changes to an existing sign, including any copy changes.

Sign permit FAQs

I JUST RECEIVED AN ENFORCEMENT LETTER/ORDER REGARDING MY SIGN. WHAT DOES THAT MEAN, AND WHAT DO I DO NOW?

If you received a letter/order/ticket, it usually means that your sign is in violation of the Sign Bylaw, or that you have not yet received the required permission. You must submit an application for a Sign Permit to see if the sign could be permitted or removed. A penalty fee is applied to all signs installed without permits.

HOW DO I APPLY FOR A SIGN PERMIT?

Before any person shall place, erect, or alter the design or construction of any sign, they must have a valid Sign Permit. The applicant shall not proceed with the placing, erection, or altering of any sign prior to the permit being issued.

Prior to submission refer to the Sign Bylaw for the specifications on permitted signs. Submit a complete Sign Permit application which must include scaled drawings such as the example below:

Provide a dimensioned elevation drawing showing the location of the proposed sign and area of store frontage.

Figure 1. Example scaled drawing of sign.



Drawings must show the exact dimensions of the proposed sign and sign copy (text), including colours, and materials proposed. If the sign will be illuminated, please show type and intensity of illumination. Structural drawings may be required in some applications.

In addition to the Sign Permit an Electrical Permit may be required if the sign is illuminated. A valid Business Licence will be required for the tenant and the sign company installing the sign.

Required attachments for Sign Permit Application

List of requirements that sign companies must provide for installation of new awnings and canopies:

- ☐ drawings showing the exact dimensions of the proposed awning or canopy including:
 - sign copy
 - colours
 - materials proposed
- ☐ dimensioned elevation drawings showing the location of the proposed sign, grade, width and height of the store frontage and height of the awning or canopy from grade
- ☐ Schedule B1 and B2 sealed by a professional engineer
- ☐ Schedule C-B sealed by a professional engineer following installation of the awning or canopy
- ☐ sealed structural drawings showing the attachment details
- ☐ liability insurance not less than \$1,000,000 indemnifying the District of West Vancouver against any and all losses pertaining to claims related the installation and structural adequacy of the structure
- ☐ valid Business License with the District of West Vancouver