

 <p>City of Revelstoke Box 170, 216 Mackenzie Ave Revelstoke, BC V0E 2S0 Ph: (250) 837-3637 Fax: (250) 837-3632 development@revelstoke.ca www.revelstoke.ca</p>	<h1 style="color: red;">SIGN PERMIT APPLICATION</h1>	<b>For Official Use Only</b> Permit Number: _____ Date of Application: _____ Application Accepted by: _____ Roll Number: _____

\*\*INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED\*\*

Location	Civic Address:	
Legal Description	Lot:	Plan:

Registered Owner	Name:		Phone:
	Mailing Address:		Cell Phone:
	City:		Fax:
	Postal Code:	e-mail:	

Applicant and/or Agent	Name:		Phone:
	Mailing Address:		Cell Phone:
	City:		Fax:
	Postal Code:	e-mail:	

Sign(s) Description	
Name / Address of sign maker	

Sign Type		
Billboard Sign <input type="checkbox"/>	Building Directory Sign <input type="checkbox"/>	Canopy/Awning Sign <input type="checkbox"/>
<b>Facia Sign</b> <input type="checkbox"/>	<b>Freestanding Sign</b> <input type="checkbox"/>	<b>Projecting Sign</b> <input type="checkbox"/>
Under Canopy/Awning Sign <input type="checkbox"/>	<b>Subdivision Identification Sign</b> <input type="checkbox"/>	

Sign Dimensions (please ensure dimensions are on drawings/plans/renderings)			
Sign Length (m)		Sign Height (m)	
Sign Width (m)		Sign Area (m <sup>2</sup> )	
Sign Depth (m)		Sign Weight (kg)	

Application Checklist			
Appoint. of Agent (Schedule 3)	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	Conforms to Sign Bylaw	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A
Colour Sign Plan (8.5x11 or 11x17)	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	Conforms to Zoning Bylaw	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A
Site Plan (if applicable)	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	Electrical Design (if applicable)	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A
Footing and Base Design (if applicable)	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	Sealed Engineered Design (if applicable)	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A
Conforms to Development Permit	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	Fees Include (\$60) + Title Search (\$15)	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A
PDF COPY TO BE EMAILED			

\*\*N/A is Not Applicable\*\*

Owner (Agent ) Name: \_\_\_\_\_ Owner (Agent) Signature: \_\_\_\_\_  
 (please print clearly)



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# SIGN PERMIT APPLICATION REQUIREMENTS

## Section 7 Sign Permits

### Application for Sign Permits

- 7.1 Before any person places, erects or alters any **sign**, they shall make an application for a permit in writing to the City in the form prescribed for the purpose by the **Building Official**, unless the **sign** is specifically exempted in Part 5 of this Bylaw.
- 7.2 The applicant shall in no case proceed with the placing, erection, or altering of any **sign** until the permit has been issued.
- 7.3 An application shall include:
- (i) the name and address of the **Sign** Permit applicant, the owner of the **sign** and the registered owner of the land on which the **sign** will be erected.
  - (ii) a drawing of the **sign** including copy proposed.
  - (iii) a copy of specifications and scaled drawings (8.5x11 or 11x17) showing, as applicable:
    - (a) the dimensions of the wall surface of the building to which the **sign** is to be attached;
    - (b) the dimensions of the **sign** and supporting members, including the method of attachment and character of the structural member to which attachment is to be made;
    - (c) the materials of which the **sign** is constructed or fabricated;
    - (d) the proposed location of the **sign** in relation to any **building face** on which it is to be mounted.
    - (e) the proposed location of the **sign** in relation to the boundaries of the lot upon which it is to be sited;
    - (f) the size and location of all existing **signs** on the premises which require a permit under this Bylaw;
    - (g) the **sign** footing and/or base design details;
    - (h) electrical design for the **sign**;
    - (i) sealed design drawings prepared by a Professional Engineer when required by the **Building Official**;
    - (j) if the sign is to be illuminated, the source of illumination and colours; and
    - (k) a current photograph of the building face where the sign is proposed to be attached and photos of all existing signs on site.

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