



**City of Courtenay
Planning Services**

830 Cliffe Avenue
Courtenay, BC, V9N 2J7
Tel: 250.334.4441
Fax: 250.334.4241

Sign Bylaw Reference Chart

See *City of Courtenay Sign Bylaw No. 2042, 1998* for detailed requirements and restrictions.

Signs Requiring a Permit

Sign Type & Permit Fee	Permitted Zones	Permitted Location	Permitted Sign Height	Permitted Sign Area	Restrictions
Awning Signs (\$10 under awning, \$45 on awning)		On awning	Not less than 2.5 m above sidewalk.	Up to 20% of building face area to a max. of 9 m ² for all awning and fascia signs	- Max. of 3 building faces
		Under awning	Not less than 2.5 m above sidewalk	0.2 m ²	- Cannot project beyond front edge of awning
Directional Signs (\$45)			1.4 m	0.75 m ²	- No more than 4 per business or parcel - No closer than 1.5 m to any property line
Directory Signs (\$45)			2.0 m	1.8 m ²	- No more than 2 per business
Fascia Signs (\$45)		On canopy or on building face	1.0 m	Up to 20% of building face area to a max. of 9 m ² for all fascia, awning and projecting signs	- No more than 3 per building face - Max. of 3 building faces - Shall not project above roofline
		Under canopy		0.2 m ²	- No more than 1 per business - Shall not project beyond front edge of canopy
Flags (\$20)				4.0 m ² per flag up to a max. of 9 m ²	- Political, civic, educational or religious flags under 4.0 m ² do not require a permit

Signs Requiring a Permit (continued)

Sign Type & Permit Fee	Permitted Zones	Permitted Location	Permitted Sign Height	Permitted Sign Area	Restrictions
Freestanding Signs (\$45 if under 2.5 m, \$100 if over)	Commercial & Industrial zones - site area less than 3000 m ²		2.5 m	<ul style="list-style-type: none"> - 3.0m² for one-sided sign - 6.0 m² for more than 1 side 	<ul style="list-style-type: none"> - No more than 1 per parcel (2 if site is over 2 ha) - Min. frontage of 30 m - No closer than 3 m to adjoining property and 2 m to street - Located in 5.0 m² of landscaping
	Commercial & Industrial zones – site area of 3000 m ² to 2.0 ha		3.5 m	<ul style="list-style-type: none"> - 4.0 m² for one-sided sign - 8.0 m² for more than 1 side 	
	Commercial & Industrial zones – site area of more than 2.0 ha		6.0 m	<ul style="list-style-type: none"> - 7.0 m² for one-sided sign - 14 m² for more than 1 side 	
	Institutional & Multi-Residential zones, subdivision signs		2.0 m	2.0 m ²	
Portable Signs (\$10)		Must be located on the same parcel as the business it is advertising.	1.0 m	0.6 m ²	<ul style="list-style-type: none"> - No more than 1 per parcel or business
Projecting Signs (\$45)			Not less than 2.5 m above the sidewalk	2.5 m ²	<ul style="list-style-type: none"> - No more than 1 per parcel or business
Promotional Banners (\$20)				1.5 m ²	<ul style="list-style-type: none"> - No more than 1 per parcel or business - Displayed for no more than 30 days - Only for temporary advertising
Strip Banners (\$45)	Permitted only at automobile dealership				<ul style="list-style-type: none"> - Must be attached to a lamppost - No more than two per lamppost.

Sign Uses not Requiring a Permit

Sign Use	Permitted Zones	Permitted Sign Type	Permitted Sign Area	Permitted Sign Height	Restrictions
Community Event Signs		Freestanding, fascia or projecting	3.0 m ²	2.0 m	<ul style="list-style-type: none"> - No more than 1 per parcel - Displayed no more than 30 days before event and 7 days after
Community Organization Signs		Freestanding or fascia	1.5 m ²	2.0 m	<ul style="list-style-type: none"> - No more than 1 per parcel
Construction Site Signs	Single residential and duplex	Freestanding or fascia	1.5 m ²	2.0 m	<ul style="list-style-type: none"> - No more than 2 per parcel - Removed with 30 days of occupancy permit
	All zones except single residential and duplex	Freestanding or fascia	3.0 m ²	2.0 m	<ul style="list-style-type: none"> - No more than 2 per parcel - Removed with 30 days of occupancy permit
Identification Signs		Fascia	0.3 m ²		<ul style="list-style-type: none"> - No more than 2 per business - Displayed only at entrance to business
Real Estate Signs	Commercial & Industrial zones – site area less than 2.0 ha	Freestanding or fascia	3.0 m ²	2.0 m	<ul style="list-style-type: none"> - No more than 1 per parcel or strata - Displayed for no more than 24 months
	Commercial & Industrial zones – site area more than 2.0 ha	Freestanding or fascia	7.0 m ² for one sided sign, 14.0 m ² for multiple sides	6.0 m	<ul style="list-style-type: none"> - No illumination
	Multi-residential zones	Freestanding or fascia	7.0 m ² for one sided sign, 14.0 m ² for multiple sides	6.0 m	
	Single residential or duplex zones	Freestanding or fascia	1.0 m ²	1.2 m	

All sign uses not requiring a permit are required to meet the siting regulations of the sign type