



**City of Courtenay  
Planning Services**

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

# **SIGN PERMIT APPLICATION REQUIRED SUBMISSIONS**

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

**This checklist outlines the mandatory requirements for a complete submission. Please ensure you have included all required documentation and drawings. Please note that further submission materials may be required during application processing.**

## **REQUIRED SUBMISSIONS**

**\*\*INCOMPLETE APPLICATIONS WILL BE RETURNED TO THE APPLICANT\*\***

- Completed Application Form
- Application Fee
- 1 Set Colour Copies of Scaled drawings in metric dimensions (metres) are required for all signs and must include the following information:
- 1 Set Electronic (pdf) copy of application submissions

### FREESTANDING SIGNS

- Sign graphics
- Sign dimensions and total area of each individual sign and combined total (if more than 1)
- Height from grade or sidewalk/road
- Site survey indicating location of sign on parcel (must include setbacks to property lines)
- Landscape Plan (detailed landscaped plan must include dimensions of landscaped area)
- Construction materials and sign finish
- Proposal for sign lighting (lighting details)
- Stamped Engineered Drawing for freestanding signs over 4' in height

### FASCIA SIGNS

- Sign Graphics (a sketch of the sign in colour indicating the proposed graphics)
- Sign dimensions and total area of the sign (combined total area if more than one sign)
- Photo/rendering of the building face indicating the proposed location of the sign(s)
- Dimensions of the building face(s) where the sign will be located (width and height)
- Location and dimensions of all existing signs on site
- Construction materials and sign finish
- Proposal for Sign Lighting

### ALL OTHER SIGNS

- Sign graphics
- Sign dimensions and area of all existing and proposed signs
- Construction materials and sign finish
- Proposal for Sign Lighting
- Sign location on parcel or building
- Height from bottom of sign to ground below (hanging signs & under canopy signs)
- Encroachment agreement (for signs that hang over public right of way, street, sidewalk or public place)



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**SIGN PERMITS ARE REQUIRED FOR ALL SIGNS PRIOR TO INSTALLATION**

NAME & ADDRESS OF OWNER	NAME & ADDRESS OF CONTRACTOR
Business Name: _____	Business Name: _____
Contact Name: _____	Contact Name: _____
Address: _____	Address: _____
City: _____ Postal Code: _____	City: _____ Postal Code: _____
Phone: _____ Fax: _____	Phone: _____ Fax: _____
E-mail: _____	E-mail: _____

LOCATION OF SIGN INSTALLATION	
Address: _____	Total Number of Signs on Premise: _____
	Proposed: _____ Existing: _____

FREESTANDING SIGN <span style="float:right;"><input type="checkbox"/> New <input type="checkbox"/> Addition <input type="checkbox"/> Alteration <input type="checkbox"/> Relocation</span>			
Property Size and Frontage	Proposed Sign Height	Proposed Sign Area	Proposed Setback(s)

FASCIA SIGN <span style="float:right;"><input type="checkbox"/> New <input type="checkbox"/> Addition <input type="checkbox"/> Alteration <input type="checkbox"/> Relocation</span>			
Building Face Area	Combined Sign Area (All Signs)		
_____ m x _____ m = _____ m <sup>2</sup> (height) (width) (total area)			
Proposed Sign Area Sign #1	Proposed Sign Area Sign #2	Proposed Sign Area Sign #3	
_____ m x _____ m = _____ m <sup>2</sup> (height) (width) (total area)	_____ m x _____ m = _____ m <sup>2</sup> (height) (width) (total area)	_____ m x _____ m = _____ m <sup>2</sup> (height) (width) (total area)	

OTHER SIGNS <span style="float:right;"><input type="checkbox"/> Awning <input type="checkbox"/> Canopy <input type="checkbox"/> Portable <input type="checkbox"/> Projecting</span>		
Proposed Sign Area	Proposed Sign Area	Proposed Sign Area
_____ m x _____ m = _____ m <sup>2</sup> (height) (width) (total area)	_____ m x _____ m = _____ m <sup>2</sup> (height) (width) (total area)	_____ m x _____ m = _____ m <sup>2</sup> (height) (width) (total area)