

Sign Permit

Application to construct, alter or repair a sign. For more information about sign requirements, please refer to the [Sign Bylaw](#) or visit www.portcoquitlam.ca/business.

TO BE COMPLETED BY APPLICANT

I/We hereby make application and provide drawings under the provisions of the pertinent Bylaws for permission to construct, repair or alter the following building or structure and agree to comply with all requirements of the Bylaws and to indemnify and keep harmless the City against all claims, liabilities, judgments, costs, and expenses of whatever kind, which may in any way accrue against the said City in consequence of, and incidental to, the granting of this Permit, if issued.

Application Date: _____

Site Address: _____

Property Owner: _____

Owner Address (incl. postal code): _____

Owner Phone: _____ Owner Email: _____

Contractor Name/Company: _____

Contractor Address (incl. postal code): _____

Contractor Phone: _____ Contractor Email: _____

Applicant (**Primary Contact**) ☐ Owner (info above) ☐ Contractor (info above)

Applicant Name: _____

Applicant Address (incl. postal code): _____

Applicant Phone _____ Applicant Email: _____

PROJECT DETAILS

Type of Sign

Balloon*		Fascia*		Promotional		Sandwich Board	
Canopy*		Freestanding*		Changeable Copy		Projecting*	

***A \$500.00 security deposit is required if sign weighs 55lb (25kg) or greater. Please note: credit cards are not accepted for security deposit payments.**

Lot Area _____

Sign Area: _____ Sign Height: _____ Sign Weight: _____ lbs Copy Area: _____

Estimated Construction Value: _____

CITY OF PORT COQUITLAM

SIGN PERMIT CHECKLIST

The following materials are required as part of the Sign Permit Application. All requirements must be submitted in order to process a Sign Permit Application.

Submission Requirement	Description	Applicant Initial	Comment
Application Form	Completed application form with fee (fee is based on construction value of the sign - minimum \$120.00 permit fee)		
Letter of Consent	A Letter of Consent from the property owner granting approval of the sign in its proposed location.		
Drawings	One copy of design drawings for the proposed sign in appropriate scale showing dimensions & location of sign on the building and/or property. This may include a site plan, elevations of any building faces for signage proposed on a wall surface, indicating the sign area & copy area (in sq.m) where applicable.		
Security Deposit (if applicable)	A security deposit of \$500.00 is required for any sign requiring structural engineering. This will be refunded after sign installation & inspection by City staff.		
Signs that require structural Engineering	Structural/footing details prepared by a Professional Structural Engineer and schedules will be required for any freestanding, fascia, canopy, projecting or rotating sign with a weight of 55 lbs (25kg) or greater. These plans and documents must include: <ul style="list-style-type: none"> • Original signed & sealed drawings prepared by a Professional Structural Engineer • Schedule B (BC Building Code) • Form B (Available online) • Current Copy of Certificate of Insurance from Registered Professional • Schedule CB form will be required after installation of the sign 		

APPLICANT ACKNOWLEDGEMENT

The undersigned make this application to the Director of Development Services, have fulfilled the complete application requirements, and agree to pay any additional costs incurred by the City for services in processing the application.

Authorized Signature: _____ Date: _____
 Print Name: _____