

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*	

*May require security deposit. Please note: Credit cards are not accepted for security deposit payments.

Lot Area _____

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

Estimated Construction Value: _____

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: _____

Note: Any documentation of information relating to the application that is in the custody or control of the City is subject to the Freedom of Information and Protection of Privacy Act (B.C.)

OFFICE USE ONLY

Permit #: _____ Fee Paid: _____ Receipt #: _____
 Cheque Cash Visa MC AMX Interac CSR Initials: _____