



# TOWN OF SIDNEY

## APPLICATION FOR SIGN PERMIT

Date: \_\_\_\_\_

1. **I hereby make application for a Sign Permit**

Use of Property

- |  |   |
|--|---|
| <input type="checkbox"/> Single Family Residential | <input type="checkbox"/> Commercial (Pedestrian, Vehicular) |
| <input type="checkbox"/> Multi- Family Residential | <input type="checkbox"/> Industrial                         |
| <input type="checkbox"/> Neighborhood Commercial   | <input type="checkbox"/> Marine                             |
| <input type="checkbox"/> Commercial                | <input type="checkbox"/> Special Permit                     |

For the property described as,

Lot: \_\_\_\_\_ Block: \_\_\_\_\_ Range: \_\_\_\_\_ Section: \_\_\_\_\_  
North Saanich District, Plan \_\_\_\_\_

Civic Address: \_\_\_\_\_

2. Description of Sign:

\_\_\_\_\_

3. The property is within a Development Permit Area  Yes  No

4. **REGISTERED OWNER(S)** of the property: (*PLEASE PRINT CLEARLY*)

Name(s): \_\_\_\_\_

\_\_\_\_\_

Address: \_\_\_\_\_

Telephone: Business \_\_\_\_\_ Other \_\_\_\_\_ Fax \_\_\_\_\_

5. **CONTRACTOR / TENNANT:** (*PLEASE PRINT CLEARLY*)

Name(s): \_\_\_\_\_

\_\_\_\_\_

Address: \_\_\_\_\_

Telephone: Business \_\_\_\_\_ Other \_\_\_\_\_ Fax \_\_\_\_\_

6. Value of Construction \_\_\_\_\_

The undersigned is the owner, or authorized agent for the above mentioned property.

Signature of Applicant/Owner: \_\_\_\_\_

## **INFORMATION TO APPLICANTS / BUILDERS / DEVELOPERS**

**You can find the complete Sign Bylaw No. 1806, which includes sign definitions and an area map showing the designated sign districts on our website at [www.sidney.ca](http://www.sidney.ca) or copies can be purchased from the Town Hall for a nominal charge.**

### **SIGNS REQUIRING A PERMIT**

Canopy, Low-Mount Free-Standing, Free-Standing, Fascia, Logo Flag, Marquee and Projecting Signs, Temporary (excluding real estate signs) Window Signs and Sandwich Board Signs.

Prior to the issuance of a Sign Permit, a sign proposal may first require approval through a Development Permit process. Development Permits are typically required for new signage on Commercial, Industrial, Multi-family Residential and Marine buildings.

### **REQUIREMENTS FOR SIGN PERMITS APPLICATIONS:**

In reviewing the requirements for a sign permit application, the Town will require the following documentation prior to the application being accepted:

1. The application filled out in full and signed by the owner of the property or their agent with an accompanying letter from the owner;
2. Two (2) sets of scaled drawings - showing building elevations; cross sections; grades and heights; attachment to building; and
3. At time of application, Development Services may request a Registered Professional A, B1, B2 Letter of Assurance for some or all components of the proposed sign.

### **GAS INSTALLATION:**

Whether or not gas service is required, the Town of Sidney recommends that prior to commencing any construction that you contact Terasen Gas by calling 1-800-474-6886, to determine their plans for the area. An early call may subsequently avoid new driveways or landscaped areas being disturbed for gas line installation. This is not meant to be a promotion of their service in any way, but a suggestion to ensure utility coordination.

### **BUILDING, PLUMBING, SIGN AND LICENCE INSPECTIONS OFFICE HOURS:**

For inquiries and requests for inspections, please call 250-656-1725, Monday to Friday, 8:30 a.m. to 4:00 p.m. Please be advised that we require 24 hr notice for inspections.

Field Inspections will be from 10:30 a.m. to 12:00 p.m. and 2:30 p.m. to 4:00 p.m.