

(includes Awning/Canopy, Directional, Directory, Fascia, Flags/Strip Banners, Balloon, Freestanding, Portable, Projecting, Promotional, Marine Harbour Commercial, Banner, Electronic Signs)

SIGN PERMIT PROCESS

The City of Campbell River has prepared this package to assist you in understanding the City's Sign Permit Process. For more information and definitions please obtain a copy of the Sign Bylaw No, 3309, 2007.

Council may, by bylaw regulate the number, size, type, form, appearance and location of signs and make different provisions for different zones, for different uses within a zone and for different classes of highways. This document is for general guidance only and it does not replace bylaws and/or other legal documents.

The primary purpose for the issuance of a Sign Permit is:

- to protect the appearance of the various zones from the effect of signs which may be inappropriate as to size, design or location;
- to protect the public from the effects of commercial and other signs that conflict with traffic signs and lights erected for the direction of vehicular and pedestrian traffic, and to prevent the confusion which may arise from the undue conflict of commercial and other signs;
- to protect the public from the dangers of signs of unsafe construction and from the nuisance or hazard arising from improperly installed signs; and
- to enable local commercial and industrial enterprises to clearly identify their places of business and to indicate, to the extent permitted by the Sign Bylaw 3309, 2007, the types and trade names of goods and services manufactured or sold on the premises.

DO I NEED A PERMIT?

Signs Requiring a Permit:		Signs Not Requiring a Permit:
<ul style="list-style-type: none"> • Awning/Canopy • Directional • Directory • Fascia • Flags/Strip Banners • Balloon • Freestanding 	<ul style="list-style-type: none"> • Portable • Projecting • Promotional-Temporary • Marine Harbour Commercial • Banner • Electronic 	<ul style="list-style-type: none"> • Community Event • Community Organization • Construction Site • Home Based Business • Identification • Real Estate – Temporary • Parking • Political Campaign

Signs and sign structures shall be designed and constructed in accordance with Part IV of the British Columbia Building Code 2012, as amended, and the City of Campbell River's Sign Bylaw 3309, 2007.

No permit shall be issued for a proposed sign which does not comply with all Provincial statutes, regulations and City bylaws and no permit shall be issued for any sign where; the building or structure to which the sign is or is to be attached is incapable of supporting the sign, or the information submitted regarding the construction of the building or structure to which a sign is to be attached is insufficient to allow a determination of the capability of the building or structure to support the sign.

A sign permit shall expire if construction of the sign is not commenced within a **six-month** period from date of issuance and if a permit is issued and subsequently expires, no refund will be allowed.

ADDITIONAL DETAILS:

Electric Signs:

As per Sec. 4.4 of the Sign Bylaw 3309, 2007 – All signs provided with electrical connections shall have a provincial electrical permit, which shall be submitted to the City at the time of final inspection by the City.

Encroachment Agreement:

If the applicant is locating or suspending a sign over a public right-of-way, street, sidewalk or public place, the owner of the business premise where the sign is located or affixed must enter into an encroachment agreement with the City, as per Section 9.1, Sign over a Public Right-of-Way. See Schedule "C", Sign Bylaw 3309, 2007 for a copy of this agreement.

Approval Required to Work on City Lands:

Any construction or maintenance on City land requires that a "Permit to Work on City Lands" be issued by Development Services Department, and if on any Provincial Highway, from the Ministry of Transportation and Highways.

Banner Sign (only) for Non-Profit Community Organizations:

The following is a guide for the erection of banner signs at 471 B Island Highway (across from the Campbell River Museum) for any **non-profit community organization**. A sign permit application must be filled out, submitted to the Development Services Department (including the company or agent installing the sign, an emergency contact number, and artwork) and reviewed for approval by the Building Inspector.

Ministry of Highway requirements that the banner:

- Be a minimum of 5.5 metres or 18 feet above the road;
- Be removed immediately upon conclusion of the function.
- Named applicant will be responsible and liable for any damage caused because of the banner.
- Be erected to the satisfaction of the City of Campbell River.

Please ensure that the City of Campbell River requirements have been met:

Banner signs for **non-profit community organizations** will be permitted across Highway 19A on poles erected for that purpose, 471 B Island Hwy (across from the Campbell River Museum), subject to the following:

- (i) that the sign is constructed of heavy gauge vinyl-coated canvas, complete with wind slits, grommets across the top at two foot intervals, and ropes or steel cables top and bottom, sufficient in length to go around the poles; and
- (ii) the sign is erected a minimum of 5.5 m (18 ft.) above the road; and
- (iii) the applicant provides liability insurance in the amount of not less than \$3,000,000 with the City of Campbell River added as an additional insured;
- (iv) the applicant is a non-profit community organization giving notice of a community event; and
- (v) each organization is limited to two occasions per year for a time period not to exceed two weeks on each occasion.

GENERAL INFORMATION

Step 1 – Submit the application package.

At the time of application, a staff member will conduct a brief review of the documentation submitted, to determine if the application is complete and advise of any additional requirements. If all information and documentation has been supplied, staff will begin processing your application.

Step 2 – Issuance of Permit

The Building Official will review the application form and all information submitted. If the information provided meets the requirements, the Building Official will prepare the Sign Permit and approve the set of drawings submitted. Once the Sign Permit is approved, the applicant will be contacted to pick up sign and pay for the permit package.

Step 3 – Finalization of Permit

All electrified signs require the electrical permit be submitted upon completion of installation.

SIGN TYPE and estimated associated fees. Do not include payment with application.	Number Required
<input type="checkbox"/> Freestanding Sign under 2.5 m (8.2 ft.) in height: (Must supply: specifications of anchorage; BCLS proposed location certificate; Title Search- dated within 14 days of application; supply any Reg. Covenants or Stat Rt-of-Ways associated with the Title.) <input type="checkbox"/> New \$45.00 <input type="checkbox"/> Alteration \$20.00	
<input type="checkbox"/> Freestanding Sign over 2.5 m (8.2 ft.) in height: (2X Eng. Drawings & schedules; BCLS proposed location certificate; Title Search-dated within 14 days of application; supply any Reg. Covenants or Stat Rt-of-Ways associated with the Title.) <input type="checkbox"/> New \$100.00 <input type="checkbox"/> Alteration \$20.00	
<input type="checkbox"/> Awning/Canopy: <input type="checkbox"/> New \$45.00 <input type="checkbox"/> Alteration \$20.00	
<input type="checkbox"/> Directional Sign: <input type="checkbox"/> New \$45.00 <input type="checkbox"/> Alteration \$20.00	
<input type="checkbox"/> Flag or Strip Banner: <input type="checkbox"/> New \$20.00 <input type="checkbox"/> Alteration \$20.00	
<input type="checkbox"/> Fascia ; Anchoring details required <input type="checkbox"/> New \$100.00 <input type="checkbox"/> Alteration \$20.00	
<input type="checkbox"/> Ground Sign under 1.83 m (6 ft) in height: (Must supply: specifications of anchorage; BCLS proposed location certificate; Title Search-dated within 14 days of application; supply any Reg. Covenants or Stat Rt-of-Ways associated with the Title.) <input type="checkbox"/> New \$45.00 <input type="checkbox"/> Alteration \$20.00	
<input type="checkbox"/> Directory Sign: (2X Eng. drawings, schedules, site plan required) <input type="checkbox"/> New \$45.00 <input type="checkbox"/> Alteration \$20.00	
<input type="checkbox"/> Portable Sign: <input type="checkbox"/> New \$45.00 <input type="checkbox"/> Alteration \$20.00	
<input type="checkbox"/> Projecting Signs: <input type="checkbox"/> New \$10.00 <input type="checkbox"/> Alteration \$20.00	
<input type="checkbox"/> Marine Harbour Commercial Signs: <input type="checkbox"/> New \$45.00 <input type="checkbox"/> Alteration \$20.00	
<input type="checkbox"/> Promotional Signs – Temporary: <input type="checkbox"/> New \$45.00 <input type="checkbox"/> Alteration \$20.00	
<input type="checkbox"/> Electronic Signs: <input type="checkbox"/> New \$45.00 <input type="checkbox"/> Alteration \$20.00	
<input type="checkbox"/> Balloon Signs: <input type="checkbox"/> New \$45.00	
<input type="checkbox"/> Other (please specify): _____ <input type="checkbox"/> New \$45.00 <input type="checkbox"/> Alteration \$20.00	
<input type="checkbox"/> Banner Sign across from 471 B Island Highway – Non-profit Organizations (must have booked in advance and provide insurance min \$3,000,000 with the City of Campbell River as additional named insured. Two week limit.) \$20.00	
TOTAL NO. OF SIGNS:	
Estimated Total	



SIGN PERMIT APPLICATION

(includes Awning/Canopy, Directional, Directory, Fascia, Flags/Strip Banners, Balloon, Freestanding, Portable, Projecting, Promotional, Marine Harbour Commercial, Banner, Electronic Signs)

SUBJECT PROPERTY INFORMATION:

CIVIC ADDRESS(S) OF LOTS IN THIS APPLICATION:	
LEGAL DESCRIPTION & PID:	
BUSINESS NAME:	
COMMUNITY PLAN DESIGNATION:	

SIGN DETAILS:

ATTACH ADDITIONAL SHEET IF REQUIRED

Percentage of artwork coverage compared to sign dimension		Total Sign Size. Sq. Ft.	
Building Frontage Depth/Area (M)		Fascia Signs: Depth of cabinet, front to wall. (in.)	
Construction Materials:		Signs & Cabinets approximate weight in lbs each	
Anchors (for above)		Type / Load	
<input type="checkbox"/> Graphics included for permit	<input type="checkbox"/> Drawings of proposed signs showing dimensions and height.	<input type="checkbox"/> 2X Eng. drawings w/ schedules (if required)	<input type="checkbox"/> Locations of signs showing dimensions from lot line.

SITE DETAILS:

ATTACH ADDITIONAL SHEET IF REQUIRED

Lot Frontage:	Lot Area(sq. m):	<input type="checkbox"/> Development Permit (if required)
Lot Depth:	Business Frontage, (linear m.):	

BANNER SIGN PERMIT INFORMATION:

Name of Non-Profit Organization:
Installation Company:
Address:
Emergency Contact Person:
Emergency Contact Phone Number:
Dates Requested:

REGISTERED OWNER(S) UNDER BRITISH COLUMBIA LAND TITLE :

LAST NAME		FIRST NAME
COMPANY NAME (IF APPLICABLE)		
ADDRESS		
CONTACT #		EMAIL

APPLICANT / AGENT:

LAST NAME		FIRST NAME
COMPANY NAME (IF APPLICABLE)		EMAIL
ADDRESS		
CONTACT #		
CSA #		Business License #

MANUFACTURER: (contact Person)

LAST NAME		FIRST NAME
COMPANY NAME (IF APPLICABLE)		EMAIL
ADDRESS		
CONTACT #		
CSA #		Business License #

NOTE: The personal information collected on this form is collected for the purpose of an operating program or activity of the City of Campbell River as authorized by Section 26 (c) of the *Freedom of Information and Protection of Privacy Act*. All information collected with this form shall be disclosed to the public upon request. Copies of drawings submitted with this application become part of the local government's records and therefore subject to the *Freedom of Information and Protection of Privacy Act*. If you have any questions about the collection and use of this information, please contact the Deputy City Clerk at (250) 286-5700.

*****The City of Campbell River reserves the right to modify this document at any time.***
All contractors and sub-contractors require business licenses to operate within the City limits.

SIGN PERMIT SIGNATURE PAGE:

Address:

Signature of Applicant:

Date:

Name: (Please Print):

PERMIT #		DATE RECEIVED	
REVIEWED BY:			



Owner's Acknowledgment Of Responsibility

Address of Project: _____

I, _____
(Please Print Name)

solemnly declare that I am the registered owner of the real property legally described as

(Please Print Legal Description)

and that I am registered as such in the Land Registry Office.

I hereby provide authorization for _____
(Please Print Name)
to apply for a building permit on the above-described property.

As the owner or duly authorized agent I acknowledge that City of Campbell River Building Bylaw 3060, 2010 (the 'Building Bylaw'), notwithstanding any other provision therein, has been enacted for the purpose of regulating construction within the City in the general public interest. **The activities undertaken by or on behalf of the City of Campbell River pursuant to the *Building Bylaw* are for the sole purpose of providing a limited and interim spot checking function for reason of health, safety and the protection of persons and property.**

It is not contemplated nor intended, nor does the purpose of this Bylaw extend:

- to the protection or indemnification of owners, owner/builders, constructors or future owners from economic loss;
- to the assumption by the City or a Building Official of any responsibility for ensuring the compliance by any owner, his or her representatives or any employees, constructors or designers retained by him or her, with the Building Code, the requirements of the *Building Bylaw* or other applicable enactments respecting safety;
- to providing any person a warranty of design or workmanship with respect to any building or structure for which a building permit or occupancy permit is issued under the *Building Bylaw*;
- to providing a warranty or assurance that construction undertaken pursuant to building permits issued by the City is free from latent, or any defects.
- to providing to any person a warranty that construction is in compliance with the Building Code, the *Building Bylaw* or any other enactment with respect to a building or structure for which a building permit or occupancy permit is issued under the *Building Bylaw*.

I acknowledge that:

- neither the issuance of a permit under the *Building Bylaw*, the review and acceptance of the design, drawings, plans or specifications, nor inspections made by a Building Official, shall constitute a representation or warranty that the Building Code or the *Building Bylaw* have been complied with or that the building or structure meets any standard of materials or workmanship.

- neither the issuance of a permit under the *Building Bylaw*, the review or acceptance of the design, drawings, plans or specifications nor any inspection made by a Building Official is not an assurance, representation, warranty or statement of establishing compliance with the Building Code or this Bylaw or any standard of construction, materials or workmanship.
- I will not rely on the issuance of a permit under the *Building Bylaw*, the review or acceptance of the design, drawings, plans or specifications, or any inspection made by a Building Official as establishing compliance with the Building Code or this Bylaw or any standard of construction, materials or workmanship.
- Where the City requires that a professional architect or engineer certify that the plans submitted in respect of this application comply with the British Columbia Building Code or other enactment, the City will rely on that certification in issuing a building permit and occupancy permit.

I commit that I will:

- ensure that all construction complies with the Building Code, the *Building Bylaw* and other applicable enactments respecting safety;
- post and maintain the permit in a conspicuous place on the property in respect of which the permit was issued;
- keep a copy of the accepted designs, plans and specifications on the property during the course of construction;
- post the civic address on the property in a location visible from any adjoining streets;
- ensure any building is located properly in regards to all setbacks; and
- ensure that any geotechnical site issues are adequately addressed to ensure a proper foundation and that appropriate reports are obtained from a qualified registered professional and that copies of such reports are provided to the City of Campbell River.

Signature of Owner:	_____	Signature of Agent:	_____
Mailing Address:	_____ _____ _____	Mailing Address:	_____ _____ _____
Phone/Cell No.:	_____	Phone/Cel No:	_____
Date Signed:	_____		