

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 refer to 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.

Application Process

Step 1 – Submit the application package to building@campbellriver.ca

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 Development Officer will review the application form and all information submitted. If the information provided meets the requirements, the Development Officer 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. All signs requiring engineering must submit a Schedule CB prior to final inspection

Please note that it usually takes a couple weeks for a sign permit to be issued, provided the application is complete.

DO I NEED A PERMIT?

- Please refer to Sign Bylaw No. 3309, 2007 for definitions of each sign type. Signs not specifically permitted by this bylaw are prohibited.
- Signs and sign structures shall be designed and constructed in accordance with Part IV of the British Columbia Building Code 2018, 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 AND INFORMATION:

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

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.

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.

APPLICANT / AGENT:			
Last Name		First Name	
Company Name (If Applicable)		Email	
Address			
Phone No.		Cell No.	

MANUFACTURER: CONTACT PERSON:			
Last Name		First Name	
Company Name (If Applicable)		Email	
Address			
Phone No.		Cell No.	

PROPERTY OWNER:			
Last Name		First Name	
Company Name (If Applicable)		Email	
Address			
Phone No.		Cell No.	

SUBJECT PROPERTY INFORMATION:	
Civic Address(S) Of Lots In This Application:	
LEGAL DESCRIPTION And/Or PID:	
Business Name:	

SIGN DETAIL	ATTACH ADDITIONAL SHEET IF REQUIRED
Construction Materials:	Total Sign Size. Sq. Ft.
Fasteners: Type, Size & #	Fascia Signs: Depth of cabinet, front to wall. (in.)
Foundation/Anchors	Signs & Cabinets approximate weight in lbs. each

***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.

DOCUMENTS REQUIRED WITH ALL SIGN PERMITS

- | | |
|---|---|
| <input type="checkbox"/> Sign graphics | <input type="checkbox"/> Anchorage details |
| <input type="checkbox"/> Drawings showing proposed dimensions | <input type="checkbox"/> Owners Acknowledgement of Responsibility |
| <input type="checkbox"/> Location of signs on property | |

SIGN TYPE and associated fees. Do NOT include payment with application.	NUMBER REQUIRED
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.) <p style="text-align: center;">New \$45.00 Alteration \$20.00</p>	
Freestanding Sign over 2.5 m (8.2 ft.) in height: (2X Eng. Drawings; BCLS proposed location certificate; Title Search-dated within 14 days of application; supply any Reg. Covenants or Stat Rt-of-Ways associated with Title. Note: An Engineering Field Review will be required to be submitted after construction is completed.) <p style="text-align: center;">New \$100.00 Alteration \$20.00</p>	
Flag or Strip Banner: <p style="text-align: center;">New \$20.00 Alteration \$20.00</p>	
Fascia; Anchoring details required <p style="text-align: center;">New \$100.00 Alteration \$20.00</p>	
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.) <p style="text-align: center;">New \$45.00 Alteration \$20.00</p>	
Portable, temporary, under awning signs: <p style="text-align: center;">New \$10.00 Alteration \$20.00</p>	
Other (please specify): _____ <p style="text-align: center;">New \$45.00 Alteration \$20.00</p>	
TOTAL NO. OF SIGNS:	
Estimated Cost Total	

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.

Owners Signature

Date

Mailing Address

Cell Phone No

Home Phone No.

Agent Signature

Date

Mailing Address

Cell Phone No

Home Phone No.