

SIGN PERMIT APPLICATION FORM

DATE SUBMITTED:

APPLICANT INFORMATION	
Name of Business	
Civic Address of Sign(s)	
Phone Number	Email
Mailing Address	

SIGN MANUFACTURER INFORMATION	
Sign Manufacturer Name	
Contact Name	
Phone Number	Email
Mailing Address	

INFORMATION TO INCLUDE WITH APPLICATION	
<input type="checkbox"/>	A drawing, to scale, for each side of the Sign, showing copy, material(s) used, Sign dimensions, Sign area, colour scheme and details of any supporting structures and framework.
<input type="checkbox"/>	Drawing or photograph showing the proposed location of the Sign, including detail of all buildings/structures located on the land, and the location and size of all existing signs.

Please Note: Further information may be required. See Sign Bylaw No. 553, 1995 for details.

PAYMENT (\$40.00 for first proposed Sign and \$15.00 for each additional Sign)			
Quantity of Signs	Cost of First Sign	Cost of Additional Sign(s)	Total Cost
	\$40.00	\$15.00	

Please Note: \$100 shall be paid for each sign which has been installed or erected prior to the issuance of a sign permit.

APPLICANT'S DECLARATION			
I understand, agree and will abide with Sign Bylaw No. 553, 1995 and/or any other Bylaw(s) which are applicable to this application.			
<input type="checkbox"/> Applicant	Print Name	Signature	Date
<input type="checkbox"/> Manufacturer			

APPLICATION	
All Signs	A drawing, to scale, for each side of the Sign, showing Copy, Sign Area and dimensions of the Sign, as well as the colour scheme and materials, and details of any supporting structures and surrounding framework.
All Signs	Drawing or photograph showing the proposed location of the Sign, including details of all buildings/structures located on the land, and the location and size of all existing signs.
Illuminated Signs	Include details of the method and type of wiring, illumination and attachment to a building.
Freestanding Signs	Include a drawing to scale showing the proposed location of the Sign on the parcel, relative to the parcel lines, buildings and adjacent streets, as well as details of the proposed landscaping.
Window Signs	Include the size of the window area where the Sign will be located.
Awning & Canopy Signs	Include the size of the surface area of the awning or canopy.
Fascia Signs	Include the business frontage size.

DEPARTMENT USE ONLY		
Quantity & Type of Signs Approved	Approval Date	Approved By

APPLICATION AND PAYMENT MUST BE SUBMITTED TOGETHER, BY ONE OF THE FOLLOWING METHODS:

IN PERSON: #201-660 Primrose Street, Qualicum Beach, BC - 9:00 am to 4:00 pm, Monday to Friday.

MAIL: Town of Qualicum Beach, PO Box 130, Qualicum Beach, BC V9K 1S7

Personal information on this form is collected under the guidelines of the Freedom of Information and Protection of Privacy Act ("FIPPA") and will only be used for the purpose of administering the Sign Permit Application Form. Questions about this collection can be directed to the Corporate Administrator, Box 130, Qualicum Beach, BC or at 250-752-6921.