



City of Courtenay

Planning Division

830 Cliffe Avenue
Courtenay, BC, V9N 2J7
Tel: 250.703.4839
Fax: 250.334.4241
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SIGN PERMIT APPLICATION REQUIRED SUBMISSIONS

See City of Courtenay *Sign Bylaw No. 2760, 2013*
for detailed requirements.

This checklist outlines the mandatory requirements for a complete submission. Please ensure you have included all required documentation and drawings. Please note that further submission materials may be required during application processing.

REQUIRED SUBMISSIONS

****INCOMPLETE APPLICATIONS WILL BE RETURNED TO THE APPLICANT****

- Completed Application Form
- Application Fee

Note: If your application includes more signage than the spaces provided below you may submit an appendix listing out the required information as per each section shown on the application form.

- 1 Set Electronic (pdf) copy of application submissions and drawings in metric dimensions (**metres**) are required for all signs and must include the following information:

FREESTANDING SIGNS

- Sign graphics
- Sign dimensions and total area of each individual sign and combined total (if more than 1)
- Height from grade or sidewalk/road
- Site survey indicating location of sign on parcel (must include setbacks to property lines)
- Landscape Plan (detailed landscaped plan must include dimensions of landscaped area)
- Construction materials and sign finish
- Proposal for sign lighting (lighting details)
- Stamped Engineered Drawing for freestanding signs over 4' in height

FASCIA SIGNS

- Sign Graphics (a sketch of the sign in colour indicating the proposed graphics)
- Sign dimensions and total area of the sign (combined total area if more than one sign)
- Photo/rendering of the building face indicating the proposed location of the sign(s)
- Dimensions of the building face(s) where the sign will be located (width and height)
- Location and dimensions of all existing signs on site
- Construction materials and sign finish
- Proposal for Sign Lighting

ALL OTHER SIGNS

- Sign graphics
- Sign dimensions and area of all existing and proposed signs
- Construction materials and sign finish
- Proposal for Sign Lighting
- Sign location on parcel or building
- Height from bottom of sign to ground below (hanging signs & under canopy signs)



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SIGN PERMITS ARE REQUIRED FOR ALL SIGNS PRIOR TO INSTALLATION

NAME & ADDRESS OF OWNER	NAME & ADDRESS OF CONTRACTOR
Business Name: _____	Business Name: _____
Contact Name: _____	Contact Name: _____
Address: _____	Address: _____
_____	_____
City: _____ Postal Code: _____	City: _____ Postal Code: _____
Phone: _____ E-mail: _____	Phone: _____ E-mail: _____

LOCATION OF SIGN INSTALLATION	
Address: _____	Total Number of Signs on Premise: _____
	Proposed: _____ Existing: _____

FREESTANDING SIGN <input type="checkbox"/> New <input type="checkbox"/> Addition <input type="checkbox"/> Alteration <input type="checkbox"/> Relocation			
Property Size and Frontage	Proposed Sign Height	Proposed Sign Area	Proposed Setback(s)

FASCIA SIGN <input type="checkbox"/> New <input type="checkbox"/> Addition <input type="checkbox"/> Alteration <input type="checkbox"/> Relocation		
Building Face Area	Combined Sign Area for All Signs per Building Face Please do not combine multiple building faces together, list each separately if signage is being installed on more than one building face.	
_____ m x _____ = _____ m ² (height) (width) (total area)		
Proposed Sign Area Sign #1	Proposed Sign Area Sign #2	Proposed Sign Area Sign #3
_____ m x _____ m = _____ m ² (height) (width) (total area)	_____ m x _____ m = _____ m ² (height) (width) (total area)	_____ m x _____ m = _____ m ² (height) (width) (total area)

OTHER SIGNS <input type="checkbox"/> Awning <input type="checkbox"/> Canopy <input type="checkbox"/> Portable <input type="checkbox"/> Projecting		
Proposed Sign Area	Proposed Sign Area	Proposed Sign Area
_____ m x _____ m = _____ m ² (height) (width) (total area)	_____ m x _____ m = _____ m ² (height) (width) (total area)	_____ m x _____ m = _____ m ² (height) (width) (total area)