



**TOWN OF  
COMOX**

**BUILDING PERMIT APPLICATION A100 - 06**

**Sign Permit**

1809 BEAUFORT AVE  
COMOX BC V9M 1R9

PHONE: 250-339-2259

FAX: 250-339-7110

WEB: [www.comox.ca](http://www.comox.ca)

**Value of Construction:** \$ \_\_\_\_\_

Project Description \_\_\_\_\_

Civic Address \_\_\_\_\_ PID \_\_\_\_\_

Legal Lot \_\_\_\_\_ Block \_\_\_\_\_ Section \_\_\_\_\_ Plan \_\_\_\_\_

*Please print clearly.*

**APPLICANT**

<b>Name</b>		<b>Company</b>	
<b>Address</b>		<b>City</b>	
<b>E-mail</b>		<b>Postal code</b>	
<b>Phone</b>	<b>Cell</b>	<b>Fax</b>	

*The undersigned owner/authorized agent of the owner makes an application as specified herein, and declares that the information submitted in support of the application is true and correct in all respects.*

<b>Applicants Signature (required)</b>	<b>Date</b>
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**OWNER** *A completed Form I and/or Form II is also required (on website).*

<b>Name</b>		<b>Company</b>	
<b>Address</b>		<b>City</b>	
<b>E-mail</b>		<b>Postal code</b>	
<b>Phone</b>	<b>Cell</b>	<b>Fax</b>	

**CONTRACTOR**

<b>Name</b>		<b>Company</b>	
<b>Address</b>		<b>E-mail</b>	
<b>Phone</b>	<b>Fax</b>	<b>Business Licence #</b>	

*Any personal information provided in this application is collected for the purpose of administering the Local Government Act, and the bylaws of the municipality under the Local Government Act and under the authority of those enactments. Questions about the collection of the information may be directed to the Freedom of Information Officer.*



# Sign Permit

## Information Required for Submission

Req'd	Rec'd	Documents
√		<b>Copy of Certificate of Title (CURRENT within 30 days)</b> Obtained from Land Titles Office <b>(for every application)</b>
√		<b>The sign manufacturer's name and address; customer's name and address.</b>
√		<b>Development Permit Area /&amp; or Schedule "w"</b> Obtain DP from Planning if identified in OCP.
√		The sign area and a drawing to scale, giving the dimensions of the sign, and the supporting structure. The maximum height and clearance of the sign. The dimensions of the wall surface of the building to which it is to be attached.
		<b>Form I</b> Owner's authorizations
√		<b>Form II</b> Owner's acknowledgement <b>(for every application)</b>
√		<b>Contaminated Site Screening Form</b> Required for projects involving soil disturbance
√		<b>Erosion &amp; Settlement Control Plan</b> (Bylaw 1824) Contact Public Works for further information (250-334-5410)
√		The proposed location of the sign in relation to the property lines and the dimensions of the building and/or the property upon which it is to be situated. Size and location of all existing signs on the property and/or the building or buildings.
√		Detailed scale drawings of the sign including copy and colours to be used. Structural, footing details, and material specifications for proposed sign.

## Fee Schedule

- 1) For a permit to erect each fascia, awning or canopy sign:
  - i) a sign not exceeding 1.8 square metres in area:  **\$35.00**
  - ii) a sign with an area exceeding 1.8 square metres but not exceeding 3.7 square metres:  **\$50.00**
  - iii) a sign exceeding 3.7 square:  **\$65.00**
  
- 2) For a permit to erect each freestanding or projecting sign:
  - i) a sign not exceeding 3.25 square metres in area:  **\$50.00**
  - ii) a sign exceeding 3.25 square metres in area:  **\$150.00**
  
- 3) For a permit to install a portable sign:
  - i) for each sign permit:  **\$35.00** to a maximum of **\$35.00** per business per calendar year.
  
- 4) For a permit to install a sandwich board/novelty sign:
  - i) for each sign permit:  **\$35.00**

Consult with staff to determine non-applicable (N/A) items. Additional information may be requested during application review.

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