



Sign Permit Application Form

Planning and Development Services
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www.whiterockcity.ca

15322 Buena Vista, White Rock B.C. V4B 1Y6

Prior to submitting this application, please review the White Rock Sign Bylaw, 2010, No. 1923 to ensure that your application is consistent with the City’s signage requirements. Details on sign fees and specific exemptions are on the last page of this form. Variances to the Sign Bylaw may require a separate Development Variance Permit.

Full review and completion of this form, along with associated schedules (e.g. Agent Authorization Form), is required to ensure that your application is complete. Please follow the instructions associated with each section. If you have any questions at any time, contact us at planning@whiterockcity.ca or at 604-541-2136 for assistance.

Section 1: Site Description

Please input an answer to the best of your ability in each applicable entry box below:

Site Address(es)	
PID(s)	
Legal Description(s)	
Zoning	

Section 2: Description of Proposed Signage

Please check all boxes that apply to your application below (you may also use an X). For applications that further explanation, please input your comments under the ‘Description of Proposed Signage’ box:

Type of Sign Permit Application	Check
Temporary Sign	
Permanent Sign	
Comprehensive Sign Plan	

Application Description	Check
New Sign	
Alteration or Relocation of Existing Sign	

Type of Signage	Check
Fascia Signage	
Free-Standing Signage	
Projecting Signage	
Sandwich Board Signage	
(Under) Awning / Canopy Signage	
Other (please provide detail in Description)	

Description of Proposed Signage

Section 3: Description of Proposed Signage

Please use the following checklist to assist with the preparation of your application. We will require physical and electronic copies of the following documents:

Checklist All Signs including Temporary Signs	Check
A Completed Application Form with associated fee <i>Note: See Schedule II of the Sign Bylaw, or the end of this form for details on fee requirements</i>	
An Authorized Agent Form, if the property owner is represented by a third party	
Proof of Business Ownership (Notice of Articles) <i>Note: Only required if the property owner is a corporation.</i>	
A recent title search, dated within 30 days of the application <i>Note: Staff will require copies of any applicable legal encumbrances on title.</i>	

Checklist All Signs excluding Temporary Signs	Check
Proof of Professional Liability Insurance <i>Note: This information should also include the name and contact information of the sign manufacturer. This requirement is not applicable to Temporary Signs.</i>	
Scaled Drawings <i>Note: Scaled drawings must show the location, dimensions (including copy and sign area), height, clearance, weight, materials, finishes, colours, size of lettering, copy and graphics, method of illumination, method of construction and details, and estimated cost (including installation) of proposed signage.</i>	
Development Permit Application [Comprehensive Sign Plan Permits Only] <i>Note: If the Development Permit is already issued, then the submission of this item is not required.</i>	

Checklist Temporary Signs Only (including Sandwich Board Signs, Free-Standing Signs, and Promotional Signs)	Check
Sketches / Photographs of Proposed Signage <i>Note: If possible, scaled dimensions are recommended.</i>	
Location Plan of Proposed Signage <i>Note: The location plan should identify the location of the sign in relation to the building façade or property lines. It should also identify building access points, and if applicable, dimensions of the unimpeded sidewalk area.</i>	

Section 4: Owner / Applicant Information

Please input the following information into each box as organized below:

	Registered Owner	Applicant (only if not the Owner)
Full Name / Organization		
Address		
City		
Postal Code		
Phone (Main)		
Phone (Cell)		
Fax		
E-mail		

Section 5: Consent

Please signify your consent for this application below:

I hereby consent ...	Input Signature Below:	Date (YY/MM/DD)
Property Owner		
Property Owner		
Authorized Agent		

Sign Permit Fees

Note: The following information is provided for reference only. Please review the latest Sign Bylaw consolidation for the most up-to-date sign permit fee information:

Sign Category – Temporary Signs	Permit Fee
Sandwich Board Sign or Free-Standing Portable Sign	\$25.00
Promotional Signs	\$25.00 per event for a maximum of 3 events (\$75.00 total)
Special Promotional Sign Permit (see section 6.2 of the Sign Bylaw)	No fee required.

Sign Category – Permanent Signs	Permit Fee
Alteration or relocation of an existing sign	\$50.00
Free-Standing Sign <ul style="list-style-type: none"> • Less than 3.0 square metres of Sign Area • More than 3.0 square metres of Sign Area 	\$150.00 \$250.00
Fascia, Projection, Canopy or Awning Sign	\$150.00
Electronic Message Board Sign	\$250.00
Comprehensive Signage Plans <ul style="list-style-type: none"> • For a Comprehensive Sign Plan (base fee) • For each Sign for a Premise included in an approved Comprehensive Sign Plan 	\$200.00 \$50.00

Sign Permit Exemptions

Note: Pursuant to Part 5, Section 1 of the Sign Bylaw, a sign permit is not required for the following:

- For any Sign or Logo having a total Sign Area less than 0.1 square metres
- For the cleaning, maintenance or repair of any Sign
- For a commemorative plaque, cornerstone, or patriotic flag
- For temporary seasonal decorations