

September, 2013  
**BUILDING DIVISION**

# ***SIGN PERMIT APPLICATION***

This pamphlet is for general guidance only. It does not replace by-laws or other legal documents.

All signs, except those which are exempt in the Sign By-law, require a Sign Permit. This guide has been prepared to help Owners, Tenants, and Sign Manufacturers prepare a complete package for a Sign Permit submission. All applications are to be applied for in person at the Building Division, Commercial Front Counter at City Hall.

## **Documents**

The following are required at the time of application:

- COMPLETE Application Form
- Non-refundable processing fee
- Two (2) sets of drawings which include:
  - Site Plan
  - Elevation Drawing/Photograph (colour copies printed on standard paper sizes)
  - Copy Drawing (colour copies)
  - Cross Section
  - Photograph of building face showing location of existing signage (colour copies printed on standard paper sizes)
- Letter of Authorization
- Schedule B for the “Structural” discipline (if applicable)
- Signed & Sealed Structural Drawings (if applicable)
- By-law & Licensing Inquiry Form

The following signs will require engineered drawings:

- Fascia signs weighing over 68 kg (150 lbs)
- Freestanding signs over 2.5 m (8'-2") in height
- Awning & canopy signs
- Signs where the complexity and extent require Registered Professional involvement

### **Fees**

The Sign Permit fees are based on the total sign area for **each sign**. Please refer to the current fee schedule in the Sign By-law.

- Up to 3 sq. m (32 sq. ft)
- Larger than 3 sq. m (32 sq. ft) up to 6 sq. m (64 sq. ft)
- Larger than 6 sq. m (64 sq. ft) up to 10 sq. m (110 sq. ft)
- Larger than 10 sq. m (110 sq. ft) up to 15 sq. m (160 sq. ft)
- Larger than 15 sq. m (160 sq. ft) up to 18.6 sq. m (200 sq. ft)
- Over 18.6 sq. m (200 sq. ft)

The following fees may also apply to the Sign Permit if applicable:

- Electrical Permit Fee (if applicable, a separate electrical permit is required)
- Development Permit Minor Amendment Fee
- Removal Bond (Temporary Signs)

The non-refundable processing fee will be credited towards the Sign Permit fee if the proposal is approved.

### **Other Permits**

The following permits may be required prior to the issuance of the Sign Permit:

- Building Permit for new awning or canopy installations
- Building Permit for a new tenant occupying a new/existing space
- Development Permit for new freestanding signs
- Development Variance Permit if the proposal exceeds the requirements of the Sign By-law

### **Sign Permit Process**

To expedite the sign permit application process, please ensure the proposed signage complies with the following:

- City of Surrey Sign By-law No. 13656; and
- Applicable Development Permits and/or Development Variance Permits (please consult with Area Planning to review approved DP and/or DVP)

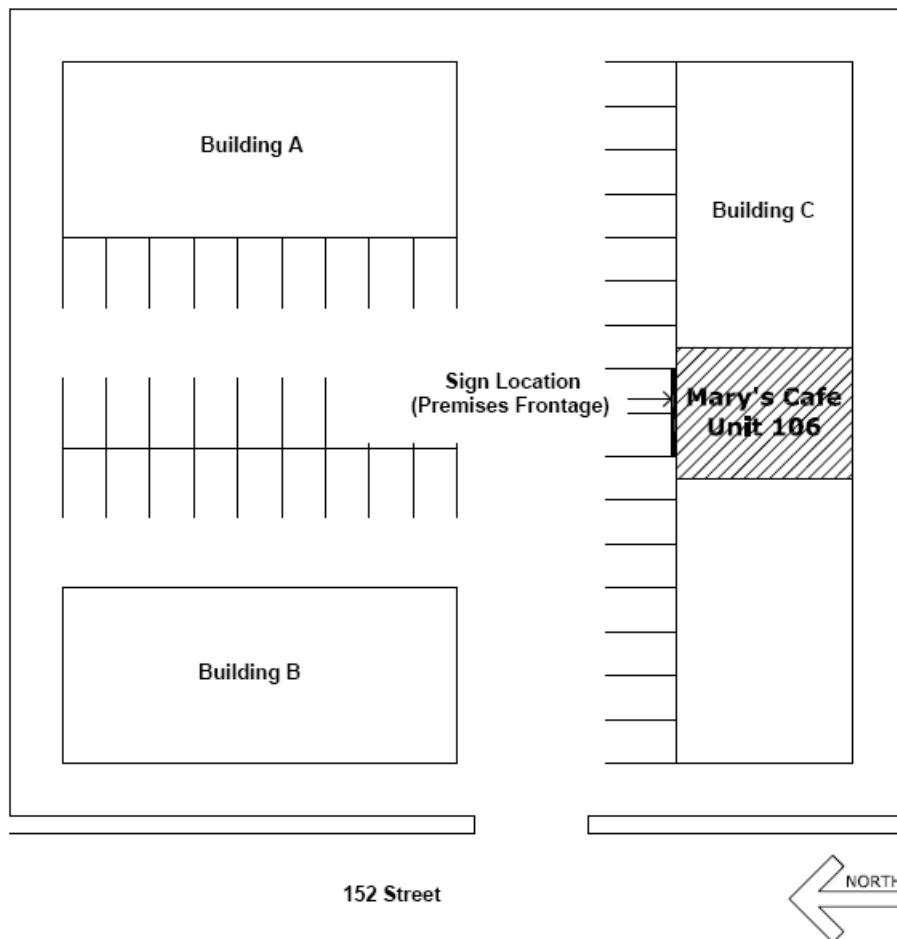
**Note:** Sign Permit does not grant building occupancy or authorize business operations. Final Approval of the subject Tenant Improvement Building Permit and a Business License are required.

## Drawings

Photographs submitted as drawings should be in colour and printed on standard paper sizes. Multiple photographs printed on each page are acceptable.

### Site Plan

- Civic Address
- Location of Premises/Lot Frontage
- Location of Proposed & Existing Signs for Unit
- North Arrow
- Scale (must be legible)
- Area of Tenancy
- Building(s) on the property
- Property Lines
- Streets labelled

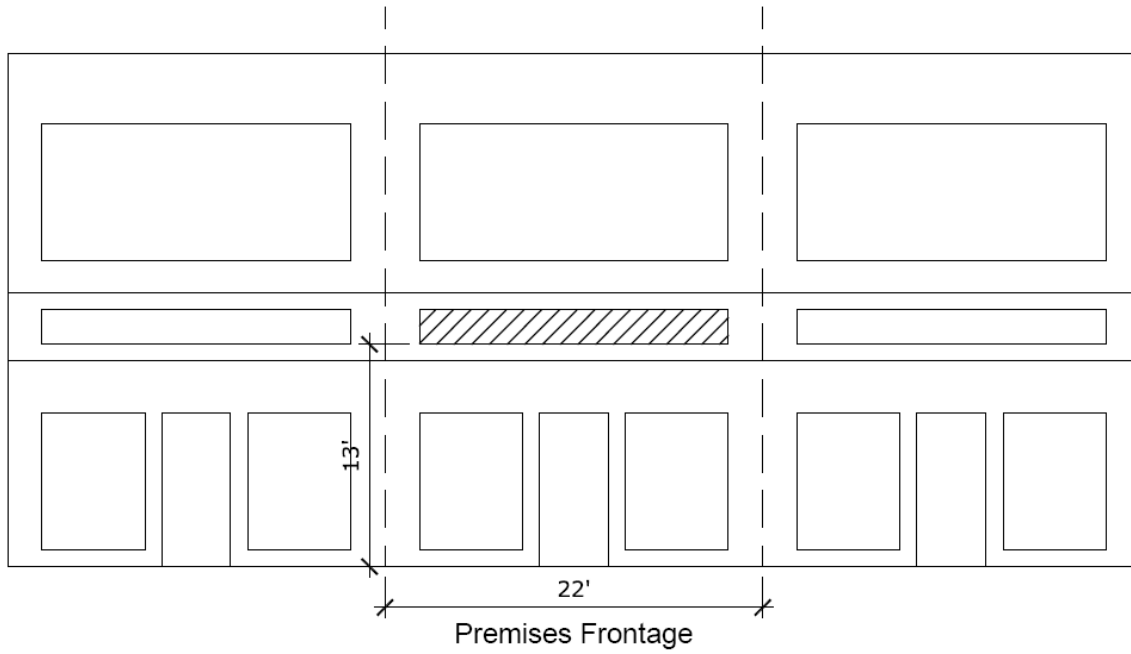


\* *Premises Frontage* means the linear horizontal dimension of the side of a building which contains the main entrance of a building.

\* *Lot Frontage* means any building elevation which faces a *highway*.

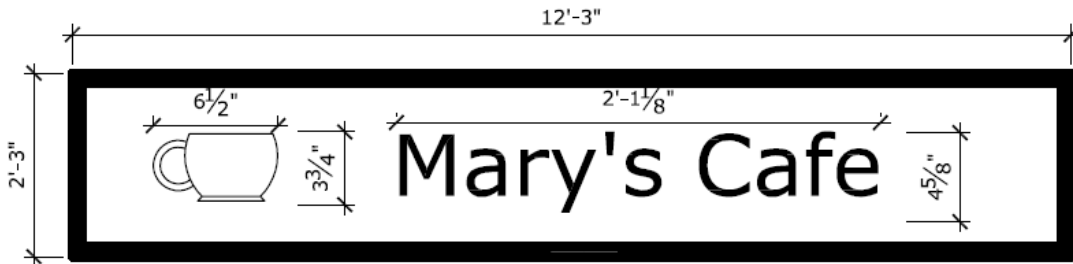
**Elevation Drawing/Photograph**

- Location of Proposed Signs
- Location of Windows & Doors
- Superimpose Proposed Signage
- Scale (must be legible)
- Length of Premise Frontage
- Sign Dimensions
- Heights & Clearances



### Copy Drawing

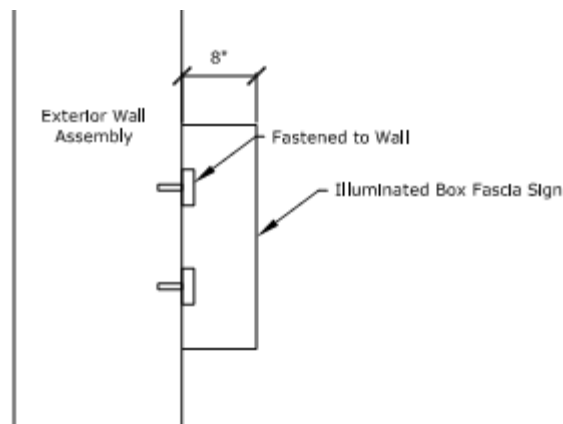
- Sign Dimensions
- Sign Area
- Copy Area w/Dimensions
- Scale (must be legible)



- \* *Copy* includes the letters, characters, numbers or graphics which make up the messages on a sign, but does not include the background colour.
- \* *Copy Area* means the area within a square, rectangle, triangle, or circle, or a combination of these figures, which encloses all the copy.
- \* *Sign Area* means the total area within the outer edge of the borders of a sign, counting all faces, and where the sign has no frame, border, or background, the sign area means the area contained within the shortest perimeter surrounding the copy.

### Cross Section

- Wall Construction
- Foundation/Structural Details (if freestanding)
- Illumination Components
- Fastening/Anchorage Details
- Sign Dimensions (height/depth)
- Scale (must be legible)





**CITY OF SURREY**  
 Planning & Development Department  
 Building Division  
 13450 - 104 Avenue, Surrey, BC V3T 1V8

**Sign Permit Application No.:** S \_\_\_ - \_\_\_\_\_

**Project Address:** Example Only

**Description of Work:**  
 New, Alteration, Relocation, Reface,  
 Temporary on Site

**Premises Use:** (actual form has 3 copies)  
 Restaurant, Office, Retail Store,  
 Warehouse, Home Occupation

**Construction Value: \$**

No. of Signs	Type of Sign Freestanding, Channel Letter Fascia, Box Fascia, Sandwich Board, Canopy, Awning, Projecting	Illumination Standard or Custom Light Box, Neon, Externally or Background Lit, or Not Illuminated	No. of Faces	Dimensions Height, Length, Projection	Sign Area (sq. ft.)	% Copy Area	Weight of Sign

**PEOPLE INFORMATION**

**Applicant:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Address:** \_\_\_\_\_ **Postal Code:** \_\_\_\_\_

**Phone :**( ) \_\_\_\_\_ **Cel :**( ) \_\_\_\_\_ **Fax :**( ) \_\_\_\_\_

**Tenant/Business:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Address:** \_\_\_\_\_ **Postal Code:** \_\_\_\_\_

**Phone :**( ) \_\_\_\_\_ **Cel :**( ) \_\_\_\_\_ **Fax :**( ) \_\_\_\_\_

**Property Owner:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Address:** \_\_\_\_\_ **Postal Code:** \_\_\_\_\_

**Phone :**( ) \_\_\_\_\_ **Cel :**( ) \_\_\_\_\_ **Fax :**( ) \_\_\_\_\_

**Sign Manufacturer:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Address:** \_\_\_\_\_ **Postal Code:** \_\_\_\_\_

**Phone :**( ) \_\_\_\_\_ **Cel :**( ) \_\_\_\_\_ **Fax :**( ) \_\_\_\_\_

**Contractor/Installer:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Address:** \_\_\_\_\_ **Postal Code:** \_\_\_\_\_

**Phone :**( ) \_\_\_\_\_ **Cel :**( ) \_\_\_\_\_ **Fax :**( ) \_\_\_\_\_

**Structural Engineer:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Address:** \_\_\_\_\_ **Postal Code:** \_\_\_\_\_

**Phone :**( ) \_\_\_\_\_ **Cel :**( ) \_\_\_\_\_ **Fax :**( ) \_\_\_\_\_

Read Carefully Before Signing Below

As owner, or as Agent on behalf of the Owner (Applicant), I have read and understand the release of liability, waiver of claims and indemnity provisions that are contained on the reverse side of the application and by signing this application I agree to all terms contained therein. I am aware that by signing this application I am waiving certain legal rights which I, or a party on whose behalf I act, may otherwise have against the City of Surrey. I have checked the title of this property and verify that there are no encumbrances or restrictions against the property that would prevent the requested sign permit being issued. I am aware that this sign permit application shall become void after six months from application date unless an extension has been requested in writing and granted in writing by the Building Division Manager or designate. I further understand this is only an application and does not constitute approval to commence construction.

**Name (Print):** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** / / (DD/MM/YY)

**OFFICE USE ONLY** Zone: \_\_\_\_\_ DP No.: \_\_\_\_\_ DVP No.: \_\_\_\_\_

**Address:** \_\_\_\_\_

**Legal:** \_\_\_\_\_

**POS Receipt No.:** \_\_\_\_\_ **Received by:** \_\_\_\_\_ **Date:** / / (DD/MM/YY)

## PLEASE READ THE FOLLOWING CAREFULLY

The following statements contain clauses that waive certain rights of the applicant and thereby release the City of Surrey from liability and indemnity.

In consideration of being granted the permission applied for, the applicant, and any party on behalf of whom the applicant acts, hereby agrees to:

1. Waive any and all claims that may arise in the future against the City of Surrey, its directors, officers and employees (hereinafter the "City") as a result of the issuance of this sign permit or any works or construction undertaken pursuant to this permit or for any inspections undertaken as a result of this permit.
2. Release the City from any and all liability for any loss, damage, injury or expense that may be suffered due to any cause whatsoever including negligence or any breach of duty of care on the part of the City as a result of the issuance of this permit.
3. Indemnify and hold harmless the City from any and all liability for claims, judgements, costs and expenses of any kind whatsoever incurred by the applicant, or the party for whom the applicant acts as agent, or any third party that may in any way accrue against the City in consequence of and incidental to the granting of this permit.
4. Pay the costs of repairing any damage to sidewalks, curbs and/or any other City services by reason of the building operations in respect of which this permit is applied for.
5. Comply with all requirements of the Sign By-law and all other acts, regulations and by-laws in force in the City of Surrey, and certify that each sign and its support meet the construction requirements in the Sign By-law and Building By-law.
6. Provide only true and correct information in support of this application, and acknowledges that the City of Surrey accepts no responsibility for the accuracy or completeness of the information contained herein.
7. Accept that the payment of a permit fee and/or the issuance of a sign permit by the City of Surrey is done solely to satisfy the requirements of Sign By-law No. 13656 as amended and does not convey or imply assurance by the City of conformity with any or all other By-laws and Regulations.
8. Accept that this is only an application and does not constitute permission to erect any sign.

## APPLYING FOR A SIGN PERMIT

### Sign Permit Regulations

All signs are regulated by Sign By-law 13656. All signs, except for those signs that are designated as "exempt" or "permit not required" in the Sign By-law, require a sign permit. Every person shall, before erecting, rebuilding, enlarging, extending, or relocating a sign or permitting or causing a sign to be erected, enlarged, extended or relocated on a lot, obtain a sign permit in accordance with the provisions of Sign By-law 13656. Variances to the provisions of the Sign By-Law may only be granted by City Council through a Development Variance Permit (DVP).

Signs may also be regulated by a Development Permit (DP). On lands that have been designated Development Permit Areas, sign regulations contained in the Sign By-Law may be further restricted as to their type, design and location, by way of a DP approved by Council. Copies of approved DPs and DVPs can be obtained at the front counter of the Area Planning Division. Any deviation from an approved DP shall require the approval of the Area Planning Division by way of an amendment to the DP. If a new DP or a new DVP is required for proposed signage, application shall be made by the building owner, or his/her authorized agent, directly to the Area Planning Division.

A guide outlining the requirements for a Sign Permit Application and the Surrey Sign By-law can be viewed on the City of Surrey website "[www.surrey.ca](http://www.surrey.ca)" (search "Guide to Sign Permit Application" & "Sign By-law No. 13656").

### Issued Sign Permits

Once a sign permit has been issued, no deviation from the accepted drawings or the approved scope of work shall be made without the written approval of the City.

### Inspection Requirements

All signs are required to be inspected. Telephone 604-591-4231 to request a site visit by the Building Official once a sign has been installed and all the related work has been completed.