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To Sign Companies and Electrical Contractors working within City of Surrey,

**Re: Sign Connections**

The City of Surrey Building Division has initiated a change in the Sign Permit Application process.

For all illuminated signs, the applicant will be required to take out a separate Electrical Permit for sign connection directly with the Electrical Section. Our Sign Permit Coordinator will no longer issue Sign/Electrical Permits, as a result.

**Please note:** the Electrical Permit will not be issued until the Sign Permit is issued.

The Electrical Permit for sign connection is based on the value of the installation (as with all our other permits) and must be taken out by a BCSA Licensed Contractor in good standing.

This can be done by mail (with cheque), at our front counter (cash, debit or cheque) or the Online Permit Application system for our Electrical Contractors (all credit cards accepted).

Once the Electrical Permit is issued (24 to 48 hours), the Contractor can begin sign connection and call for inspection. Please use the Online System or call us directly to obtain the Electrical Permit number.

To request inspection, please fax or email a Contractor Authorization Form (CAF) with the permit number to the Electrical Section.

The appropriate application and documents is attached for your records.

We encourage all our contractors to sign up for the Online System. For more information, please call 604-591-4240 if you have any questions.

Yours truly,

Nick LeForte  
Manager, Electrical Section