

# TOWN OF VIEW ROYAL

## Development Services

45 View Royal Avenue, Victoria, BC V9B 1A6  
Tel. (250) 479-6800 Fax: (250) 727-9551  
<http://www.viewroyal.ca>

# Sign Permit Application

### Application to:

- Erect a New Sign       Alter Existing Sign(s)       Relocate Sign

### Sign Type:

- Temporary       Commercial Real Estate       Permanent

### Description of Property

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

Legal Lot(s) \_\_\_\_\_ Block \_\_\_\_\_ Section \_\_\_\_\_ District \_\_\_\_\_ Plan \_\_\_\_\_

Present Use of Property \_\_\_\_\_

Proposed Use of Property \_\_\_\_\_

### Contacts

#### Applicant

Name		Company	
Address		City	
Email		Postal Code	
Phone	Cell	Fax	

#### Owner

*If the applicant is NOT the owner complete "Owner's Authorization Form"*

Name		Company	
Address		City	
Email		Postal Code	
Phone	Cell	Fax	

#### Office Use Only

Date	App/File No.
Received By	Folio No.
Receipt No.	Fees \$

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Page 2 of 3

### Description of Proposed Sign(s)

Number or signs: \_\_\_\_\_

(If more than one sign is being applied for, attach additional information forms as necessary.)

Area of Sign(s): \_\_\_\_\_

Maximum Height (if applicable): \_\_\_\_\_

Minimum Clearance (if applicable): \_\_\_\_\_

Weight of Sign (if applicable): \_\_\_\_\_

Illumination Details (if applicable): \_\_\_\_\_

Sign Manufacturer: \_\_\_\_\_

### Application Requirements

#### ***A complete sign permit application contains:***

- A complete application form
- Dimensioned site and/or building plans showing (where applicable):
  - The location of the sign in relation to the boundaries of the site;
  - The location of the sign in relation to the face of the building, in front of which or above which the sign is to be erected;
  - Where the sign is to be attached to a building; or
  - The dimensions of the wall or canopy surface of the building to which it is to be attached.
- Dimensioned sign drawing showing (where applicable):
  - Colours and materials to be used;
  - The message content of all copy areas; and
  - Structural details of how the sign is to be secured to a building or ground.
- Application Fees (*Please contact Development Services to determine the total fees for your application*).  
The appropriate fees must be submitted at the time of application.
  - Temporary Sign - \$550.00 / sign
  - Commercial Real Estate Sign - \$250.00/sign
  - Renewal for Temporary Sign - \$50.00)
  - Permanent Sign - \$250.00 / sign

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**Sign Permit Application**

**Authorization of Owner to make an Application**

(if not applicable leave blank)

Date: \_\_\_\_\_

Site Address: \_\_\_\_\_

I/We \_\_\_\_\_

are the registered owner(s) of \_\_\_\_\_

I/We authorize \_\_\_\_\_

(please print name(s))

to apply for a Sign Permit Application on my/our behalf.

\_\_\_\_\_  
Name (please print)

\_\_\_\_\_  
Signature of Owner

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name (please print)

\_\_\_\_\_  
Signature of Owner

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name (please print)

\_\_\_\_\_  
Signature of Owner

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name (please print)

\_\_\_\_\_  
Signature of Owner

\_\_\_\_\_  
Date