



Sign Permit Application

The District of Peachland
5806 Beach Avenue
Peachland, B.C. V0H 1X7
Telephone: (250) 767-2647
Email: planning@peachland.ca
www.peachland.ca

Submit to planning@peachland.ca or in person to Municipal Hall.
Only complete applications will be reviewed.
Signs must NOT be installed prior to issuance of a permit.

PROPERTY INFORMATION *(where sign will be located)*

Business Name: _____
Civic Address: _____
Registered Owner Name(s): _____
Owner Phone: _____ Owner Email: _____
Owner Signature: _____ Date: _____
Applicant Name *(if different from owner)*: _____
Applicant Phone: _____ Applicant Email: _____

SIGN INFORMATION

All information requested below is required for a complete application. Complete applications result in faster review times. Additional information may be requested after an initial review, if deemed necessary by staff.

Type of Sign: Facia Canopy Under Canopy Free Standing Awning Portable Projecting
(refer to Bylaw 2158 for definitions) ☐ ☐ ☐ ☐ ☐ ☐ ☐

1. Provide the following sign specifications, either in the space provided below, or in a mock-up drawing (use metric):

- Sign Dimensions: (length)_____ (width)_____ (height)_____ (area)_____ (projection from wall face) _____
- Sign Weight: _____ • Sign Height: (max)_____ (min)_____ *(to nearest grade)*
- For wall mounted signs, the dimensions of the wall surface of the building to which it is to be affixed: _____
- Dimensions and weight of the sign's supporting members: _____
- Outline the method of attachment and, if applicable, provide information on the dimensions and weight of the sign's supporting structures: _____

- Provide information on the sign materials: _____

- If the sign is to be illuminated or animated, indicate colours to be used and technical means by which it will be accomplished: _____

2. Provide the copy (text) for the sign (or show on a mock-up):

3. Provide a site plan showing the following:

- ☐ Proposed location of the sign in relation to the boundaries of the lot upon which it is situated;
- ☐ Proposed location of the sign in relation to the face of the building, in front of which or above where it is to be
- ☐ The size and location of all existing signs on the premises.

4. Provide a current photograph of the building or sidewalk area.

OPTIONAL REQUIREMENTS - The following documents may be requested, depending on the nature of the sign:

- Sealed drawings/specifications from a professional engineer;
- Structural schedules;
- If electrical work is required, a permit issued by the Electrical Safety Branch of the Province of BC.

SIGNS ON OR OVER PUBLIC LAND - If application is approved, the following documentation may be required to be provided to the District of Peachland:

- Liability insurance in the amount of \$2,000,000 and listing the District of Peachland as additional insured.

Schedule "A" forming part of Bylaw 2158

INDEMNIFICATION AGREEMENT

Whereas _____ has applied to the District of Peachland for a Permit pursuant to Bylaw 2158, 2016, they hereby agree to indemnify and save harmless the District of Peachland, its employees and agents, from and against all claims, demands, loss, costs, damages, actions, suits, or other proceedings in any way related to anything done or omitted to be done by the applicant in connection with a sign or signs for which a Permit has been granted pursuant to Bylaw 2158, 2016.

Print Name: _____

Signature: _____

Date: _____

Permit approval expires if permitted work is not completed within a period of 90 days from the date of issuance.

Signs exempt from a permit are listed in the Sign Bylaw, but still need to adhere to regulations in Sections 11 & 14.

OFFICE USE ONLY

Department Approvals	Comments	Signature	Date
Planning / Zoning			
Building Inspector			
Bylaw Inspector			
Other Approval			

Application: ☐ Approved ☐ Declined—(reason) _____

Staff

Signature: _____ Date: _____

Is a Building Permit required: ☐ YES ☐ NO

Building Permit number _____

Permit Fee Paid: ☐ YES ☐ NO

Permit Number S P 2 -