

The City of Campbell River has prepared this package to assist you in understanding the City's Sign Permit Process. This document is for general guidance only and it does not replace bylaws and/or other legal documents. For more information and definitions please obtain a copy of the Sign Bylaw No, 3309, 2007.

The primary purpose for the issuance of a Sign Permit is:

- to protect the appearance of the various zones from the effect of signs which may be inappropriate as to size, design or location;
- to protect the public from the effects of commercial and other signs that conflict with traffic signs and lights erected for the direction of vehicular and pedestrian traffic, and to prevent the confusion which may arise from the undue conflict of commercial and other signs;
- to protect the public from the dangers of signs of unsafe construction and from the nuisance or hazard arising from improperly sited signs; and
- to enable local commercial and industrial enterprises to clearly identify their places of business and to indicate, to the extent permitted by the Sign Bylaw 3309, 2007, the types and trade names of goods and services manufactured or sold on the premises.

Do I Need a Permit?

Signs Requiring a Permit:		Signs Not Requiring a Permit:
<ul style="list-style-type: none"> • Awning/Canopy • Directional • Directory • Fascia • Flags/Strip Banners • Balloon • Freestanding 	<ul style="list-style-type: none"> • Portable • Projecting • Promotional-Temporary • Marine Harbour Commercial • Banner • Electronic 	<ul style="list-style-type: none"> • Community Event • Community Organization • Construction Site • Home Based Business • Identification • Real Estate – Temporary • Parking • Political Campaign

Signs and sign structures shall be designed and constructed in accordance with Part IV of the *British Columbia Building Code 2012*, as amended, and the City of Campbell River's *Sign Bylaw 3309, 2007*. We suggest you take the time to review the sign bylaw.

A sign permit shall expire if construction of the sign is not commenced within a six-month period from date of issuance and if a permit is issued and subsequently expires, no refund will be allowed. If a permit is cancelled prior to expiration and no work has commenced, a refund of the application fee will be issued less a 25% administration fee.

Additional Considerations

Electric Signs:

As per Sec. 4.4 of the *Sign Bylaw 3309, 2007* – All signs provided with electrical connections shall have a provincial electrical permit which shall be produced to the City at the time of final inspection by the City.

Land Use Services Department

301 St. Ann's Road, Campbell River, B.C. V9W 4C7
Telephone: 250.286.5725; Fax: 250.286.5761

www.campbellriver.ca

Encroachment Agreement:

If the applicant is locating or suspending a sign over a public right-of-way, street, sidewalk or public place, the owner of the business premise where the sign is located or affixed must enter into an encroachment agreement with the City, as per Section 9.1, Sign over a Public Right-of-Way. See Schedule "C", Sign Bylaw 3309, 2007 for a copy of this agreement.

Approval Required to Work on City Lands:

Any installation or maintenance of a sign where you need to close a road or sidewalk requires that a "Permit to Work on City Lands" be issued by Land Use Services Department, and if on any Provincial Highway, from the Ministry of Transportation and Highways.

Banner Sign for Non-Profit Community Organizations:

The following is a guide for the erection of banner signs at 471 B Island Highway (across from the Campbell River Museum) for any **non-profit community organization**. A sign permit application must be filled out, submitted to the Land Use Services Department (including the company or agent installing the sign, an emergency contact number, and artwork) and reviewed for approval by the Building Inspector.

Specific Banner requirements:

- The sign is constructed of heavy gauge vinyl-coated canvas, complete with wind slits, grommets across the top at two foot intervals, and ropes or steel cables top and bottom, sufficient in length to go around the poles;
- The applicant provides liability insurance in the amount of not less than \$2,000,000 with the City of Campbell River added as an additional insured;
- Be a minimum of 5.5 metres or 18 feet above the road;
- Banner to be removed right after completion of the function;
- Be erected to the satisfaction of the City of Campbell River;
- The applicant is a non-profit community organization giving notice of a community event and,
- Each non-profit community organization is limited to two occasions per year for a time period not to exceed two weeks on each occasion.

SIGN PERMIT PROCESS

Step 1 - Submitting the Application Package

At the time of application, a staff member will conduct a brief review of the documentation submitted, to determine if the application is complete and advise of any additional requirements.

	Information Required for Submission with the completed application form:
All Sign Applications Require	<input type="checkbox"/> Application form completed <input type="checkbox"/> Owner's Acknowledgement of Responsibility (<i>form attached</i>). <input type="checkbox"/> Drawings of proposed signs showing dimensions and height <input type="checkbox"/> Locations of signs showing dimensions from lot lines.
Ground/Freestanding Signs also requires:	<i>This information is located on the State of Title</i> <input type="checkbox"/> Site plan showing the location of the proposed signs. <input type="checkbox"/> Copies of Registered Covenants. <input type="checkbox"/> Copies of any Statutory Rights-of-Way.

Step 2 - Issuance of Permit

The Building Official performs a final review the application form and all information submitted. If the information provided meets all of the Bylaw requirements, the Building Official will prepare and approve the Sign Permit. Once the Sign Permit is approved, the applicant will be contacted to pick up and pay for the permit package.



SIGN PERMIT APPLICATION

I hereby apply for a Sign Permit for the following premises:

BUSINESS ASSOCIATED WITH SIGN:							
SUBJECT PROPERTY SIGN IS LOCATED ON:							
CIVIC ADDRESS:							
LEGAL DESCRIPTION:					Lot No.:		Plan No.:
Blk No.:		Sec No.:		Twp.:		Land District:	
OWNER of PROPERTY SIGN IS LOCATED ON:							
First Name:						Last Name:	
Company Name:							
Address:					City:		
Province:					Postal Code:		
Phone					Email		
APPLICANT/AGENT:							
First Name:						Last Name:	
Company Name:							
Address:					City:		
Province:					Postal Code:		
Phone					Email		
MANUFACTURER: (SAME as APPLICANT/AGENT <input type="checkbox"/>)							
First Name:						Last Name:	
Company Name:							
Address:					City:		
Province:					Postal Code:		
Phone					Email		
SIGN DETAILS REQUIRED:							
Percentage of artwork in comparison to sign size:							
Graphics included for permit:				<input type="checkbox"/> Yes		<input type="checkbox"/> No	
Artwork for permit attached:				<input type="checkbox"/> Yes		<input type="checkbox"/> No	
Drawings to be included with this application:							
<input type="checkbox"/> Drawings of proposed signs showing dimensions and height.				<input type="checkbox"/> Locations of signs showing dimensions from lot line.			

TYPE OF SIGN(S):	Number Required
The Following Signs cost: <input type="checkbox"/> New \$100.00 each <input type="checkbox"/> Alteration \$20.00 each	
<input type="checkbox"/> Freestanding Sign over 2.5 m (8.2 ft):	
<input type="checkbox"/> Fascia Sign:	
The Following Signs cost: <input type="checkbox"/> New \$45.00 each <input type="checkbox"/> Alteration \$20.00 each	
<input type="checkbox"/> Awning/Canopy sign:	
<input type="checkbox"/> Directional Sign:	
<input type="checkbox"/> Directory Sign:	
<input type="checkbox"/> Freestanding Sign under 2.5 m (8.2 ft):	
<input type="checkbox"/> Ground Sign (under 1.83 m (6 ft) in height):	
<input type="checkbox"/> Portable Sign (Sandwich Board)::	
<input type="checkbox"/> Marine Harbour Commercial Signs:	
<input type="checkbox"/> Temporary Promotional Signs –:	
<input type="checkbox"/> Electronic Signs:	
<input type="checkbox"/> Temporary Balloon Signs:	
<input type="checkbox"/> Temporary Banner Signs (Special Events for Businesses):	
The Following Signs cost: <input type="checkbox"/> \$20.00 each	
<input type="checkbox"/> Non-profit Organizations Banner Sign across from 471 B Island Highway	
<input type="checkbox"/> Flag or Strip Banner:	
The Following Signs cost: <input type="checkbox"/> \$10.00 each	
<input type="checkbox"/> Projecting Sign	
TOTAL NO. OF SIGNS PER APPLICATION:	

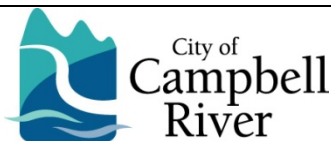
Non-Profit Banner Sign Permits at Museum Only:

DETAILS:	
Name of Non-Profit Organization:	
Installation Company:	
Address:	
Emergency Contact Person:	
Emergency Contact Phone Number:	

Signature of Applicant: _____ Date: _____

Name: _____
(Please Print)

***The City of Campbell River reserves the right to modify this document at any time.*
NOTE: The personal information collected on this form is collected for the purpose of an operating program or activity of the City of Campbell River as authorized by Section 26 © of the **Freedom of Information and Protection of Privacy Act**. All information collected with this form shall be disclosed to the public upon request. Copies of drawings submitted with this application become part of the local government's records and therefore subject to the **Freedom of Information and Protection of Privacy Act**. If you have any questions about the collection and use of this information, please contact the Deputy City Clerk at (250) 286-5700.



Owner's Acknowledgment Of Responsibility

Address of Project: _____

I, _____
(Please Print Name)

solemnly declare that I am the registered owner of the real property legally described as

(Please Print Legal Description)

and that I am registered as such in the Land Registry Office.

I hereby provide authorization for _____
(Please Print Name)

to apply for a sign permit on the above-described property.

As the owner or duly authorized agent I acknowledge that City of Campbell River Building Bylaw 3060, 2010 (the 'Building Bylaw'), notwithstanding any other provision therein, has been enacted for the purpose of regulating construction within the City in the general public interest. **The activities undertaken by or on behalf of the City of Campbell River pursuant to the *Building Bylaw* are for the sole purpose of providing a limited and interim spot checking function for reason of health, safety and the protection of persons and property.**

It is not contemplated nor intended, nor does the purpose of this Bylaw extend:

- to the protection or indemnification of owners, owner/builders, constructors or future owners from economic loss;
- to the assumption by the City or a Building Official of any responsibility for ensuring the compliance by any owner, his or her representatives or any employees, constructors or designers retained by him or her, with the Building Code, the requirements of the *Building Bylaw* or other applicable enactments respecting safety;
- to providing any person a warranty of design or workmanship with respect to any building or structure for which a building permit or occupancy permit is issued under the *Building Bylaw*;
- to providing a warranty or assurance that construction undertaken pursuant to building permits issued by the City is free from latent, or any defects.
- to providing to any person a warranty that construction is in compliance with the Building Code, the *Building Bylaw* or any other enactment with respect to a building or structure for which a building permit or occupancy permit is issued under the *Building Bylaw*.

I acknowledge that:

- neither the issuance of a permit under the *Building Bylaw*, the review and acceptance of the design, drawings, plans or specifications, nor inspections made by a Building Official, shall constitute a representation or warranty that the Building Code or the *Building Bylaw* have been complied with or that the building or structure meets any standard of materials or workmanship.

- neither the issuance of a permit under the *Building Bylaw*, the review or acceptance of the design, drawings, plans or specifications nor any inspection made by a Building Official is not an assurance, representation, warranty or statement of establishing compliance with the Building Code or this Bylaw or any standard of construction, materials or workmanship.
- I will not rely on the issuance of a permit under the *Building Bylaw*, the review or acceptance of the design, drawings, plans or specifications, or any inspection made by a Building Official as establishing compliance with the Building Code or this Bylaw or any standard of construction, materials or workmanship.
- Where the City requires that a professional architect or engineer certify that the plans submitted in respect of this application comply with the British Columbia Building Code or other enactment, the City will rely on that certification in issuing a building permit and occupancy permit.

I commit that I will:

- ensure that all construction complies with the Building Code, the *Building Bylaw* and other applicable enactments respecting safety;
- post and maintain the permit in a conspicuous place on the property in respect of which the permit was issued;
- keep a copy of the accepted designs, plans and specifications on the property during the course of construction;
- post the civic address on the property in a location visible from any adjoining streets;
- ensure any building is located properly in regards to all setbacks; and
- ensure that any geotechnical site issues are adequately addressed to ensure a proper foundation and that appropriate reports are obtained from a qualified registered professional and that copies of such reports are provided to the City of Campbell River.

Signature of Owner:

Signature of Agent:

Mailing Address:

Mailing Address:

Phone/Cell No:

Phone/Cell No:

Date Signed: