



Sign Permit Application

Planning Department-Development Services Division

171 Main St. | Penticton B.C. | V2A 5A9

P: (250) 490-2501 | E: planning@penticton.ca



January 1, 2024

Applications can be submitted in person at City Hall to the Development Services Counter, or via email to planning@penticton.ca

Signs must not be installed prior to a sign permit being issued.

Type of Sign			
<input type="checkbox"/> Awning	<input type="checkbox"/> Banner	<input type="checkbox"/> Canopy	<input type="checkbox"/> Fascia
<input type="checkbox"/> Free Standing	<input type="checkbox"/> Hanging	<input type="checkbox"/> Projecting	
Description			
<input type="checkbox"/> New	<input type="checkbox"/> Alter	<input type="checkbox"/> Copy Change	
Estimated Construction Value:		Desired Installation Date:	
Applicant Information (Property Owner or Agent**)			**See Agency Agreement
Name(s):		Phone:	
Company:		Cell:	
Address:		Email:	
Property Owner Information			
Name(s):		Phone:	
Company:		Cell:	
Address:		Email:	
Property Information			
Civic Address(es):			
PID:			
For Internal Use Only			
Application#:		Date Received:	
Permit Fee:			

Sign Permit Requirement List

The following list outlines all of the information necessary to provide a timely decision on your application. All items on the list must be provided with the application. We are unable to accept applications that do not have all of the required items. Staff may request further information/documents than the items listed below as required.

Applicant	Required Items	Staff
Required items for all sign permit applications:		
<input type="checkbox"/>	Completed Sign Permit Application	<input type="checkbox"/>
<input type="checkbox"/>	Agency Agreement (if required)	<input type="checkbox"/>
<input type="checkbox"/>	Current title search (must be current within 30 days)	<input type="checkbox"/>
<input type="checkbox"/>	One (1) set of drawings to include:	<input type="checkbox"/>
<input type="checkbox"/>	Colour rendering of the proposed signage	<input type="checkbox"/>
<input type="checkbox"/>	Calculation of sign area (including length, width, area and projection from wall face)	<input type="checkbox"/>
<input type="checkbox"/>	Image of existing building – indicate where proposed signage will be placed	<input type="checkbox"/>
<input type="checkbox"/>	Detail on how the sign will be attached to the building or structure	<input type="checkbox"/>
<input type="checkbox"/>	Site plan showing the location of the sign in relation to the boundaries of the parcel	<input type="checkbox"/>
<input type="checkbox"/>	Freestanding Signs only: Site plan must include all existing and proposed freestanding signs and their distance from each other	<input type="checkbox"/>
<input type="checkbox"/>	Hanging Signs only: Elevation Plan(s) showing the height dimensions from finished grade to the underside of the sign	<input type="checkbox"/>
<input type="checkbox"/>	Structural drawings with details of attachment may be requested (if requested, drawings must be reviewed and sealed by a structural engineer and a letter of assurance to be completed)	<input type="checkbox"/>
<input type="checkbox"/>	Sign Waiver (Only required for any signs/awnings that project over public property)	<input type="checkbox"/>
_____		_____
Initial		Initial

Applicant/Agent Confirmation

I hereby apply for a Sign Permit for the construction as described herein and I hereby certify that the above information is correct and I agree to comply with all pertinent Bylaws whether the detailed information is contained herein or not, and that, if I am not the owner of the property upon which the above construction is to be carried out on, I have been authorized by way of an Agency Agreement, by the Owner as his/her Owner's Agent to act on his/her behalf.

In consideration of the granting of the permission applied for I/we hereby agree to indemnify and keep harmless the City of Penticton (Corporation) against all claims, liabilities, judgements, costs and expenses of whatsoever kind, which may in any way accrue against the said Corporation in consequence of an incidental to the granting of this permit, if issued. And I further agree to pay the full cost of repairing any damage to the Corporation works occasioned by the building operations in respect of which this application is made.

Information collected on this form is done so under the authority of the *Freedom of Information and Protection of Privacy Act* (FOIPPA) and is protected in accordance with FOIPPA. Personal information will only be used by authorized staff to fulfill the purpose for which it was originally collected, or for a use consistent with that purpose. For further information regarding the collection, use, or disclosure of personal information, please contact the Corporate Services Department at 250-490-2400.

Print Name:	Signature:	Date: