



SIGN PERMIT APPLICATION

(PAID Stamp)
 Enter MS/DEV005

APPLICANT INFORMATION	PROPERTY OWNER INFORMATION
Name of Applicant(s): _____	Name of Owner(s): _____
Mailing Address: _____	Mailing Address: _____
Phone: _____ Email: _____	Phone: _____ Email: _____

PROPERTY INFORMATION
Civic (Physical) Address: _____
Business Name: _____
Building Frontage (m): _____ Folio: _____
Legal Description: _____
Property Zoning: _____
Does your business have a current Town of Smithers Business License? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Application is for: <input type="checkbox"/> New signs <input type="checkbox"/> Change existing signs (including rebranding) <input type="checkbox"/> Move signs (new location)

SIGN INFORMATION			
Permanent Signs	Number of Signs	Sign Area (m ²) Per Sign	On or Over Road Right-of-Way? (Yes/No)
Fascia (\$25/sign)			
Hanging (\$50/sign)			
Projecting (\$50/sign)			
Freestanding (\$50/sign)			<i>Not permitted</i>
Canopy (50\$/sign)			
Digital Menu Board (50\$/sign)			<i>Not permitted</i>
Temporary Signs			
Sandwich Board (\$50/sign)			
Balloon (\$25/sign)			<i>Not permitted</i>
Banner (\$25/sign) Dates of display	(Max. 30 days per year)	From: _____	To: _____
Other:	Main Street Directional Tree Sign (\$150 – C-1A & C-1B businesses only) YES <input type="checkbox"/> NO <input type="checkbox"/>		
TOTAL FEE:			

ATTACHMENT CHECKLIST
<p>A) Please attached the following with all applications:</p> <p><input type="checkbox"/> <u>Drawing(s)</u> in metric showing:</p> <ul style="list-style-type: none"> - Sign area, supporting structure, height above finished grade, colour scheme, materials, copy and lighting details. - Proposed sign position on the building together with any additional signage (photograph can also be submitted). <p><input type="checkbox"/> <u>Site Plan</u> showing sign placement, including setbacks from existing signs, buildings and property boundaries.</p>

APPLICATION CHECKLIST

B) For Freestanding Signs or as required by the Building Inspector:

Town of Smithers Building Permit Application.

C) For Projecting, Canopy, Fascia or Hanging Signs located above a road right-of-way (i.e. Sidewalk):

Town of Smithers Encroachment Agreement.

Drawings indicating min. vertical clearance of 2.4 m above grade; max. horizontal projection of 0.6 m from a curb line.

Certificate of insurance with the Town of Smithers added as "additional insured" to a minimum \$2,000,000.00 liability.

D) For Sandwich Board Signs and any temporary sign over 1.5 m² permitted to be located on a road right-of-way:

Town of Smithers Highway License of Occupation Agreement.

Site Plan indicating a minimum 1.5 m clear unimpeded pedestrian access width is provided and maintained.

Certificate of insurance with the Town of Smithers added as "additional insured" to a minimum \$2,000,000.00 liability.

E) Digital Menu Board Signs

Copy of Manufacturers specifications confirming Luminance and Lux

Statement confirming the sign will not display any animation, blinking, or flashing of lights.

ACKNOWLEDGMENT & AUTHORIZATION

I HAVE READ AND UNDERSTAND THE SIGN REGULATIONS AS OUTLINED IN THE TOWN OF SMITHERS "YOUR GUIDE TO SIGN REGULATIONS" & TOWN OF SMITHERS SIGN BYLAW NO. 1841.

I AGREE TO CONTINUOUSLY MAINTAIN THE SIGNS SO THAT THEY DO NOT EXHIBIT WEAR, NEGLIGENCE OR DAMAGE AND REMAIN STRUCTURALLY SOUND AND FREE FROM ALL HAZARDS.

I hereby make application for a Sign Permit in accordance with the above-stated information and declare that the statements are true and correct. I agree, if granted a permit, to comply with all relevant bylaws in the Town of Smithers.

Signature of Applicant: _____ **Date:** _____

Signature of Property Owner (if different): _____ **Date:** _____

Your personal information is maintained in accordance with the *Freedom of Information and Protection of Privacy Act*.

OFFICIAL USE ONLY

Sign Permit Number: SP _____

Total Fee: _____

Date Payment Received: _____

PERMIT CONDITIONS:

APPROVED: _____

Director of Development Services or Designate

_____ Date