



SIGN PERMIT APPLICATION

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? Yes No N/A

Application is for: New signs Change existing signs (including rebranding) 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)			
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

A) Please attached the following with all applications:

Drawing(s) in metric showing:

- 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).

Site Plan showing sign placement, including setbacks from existing signs, buildings and property boundaries.

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.

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