

YOUR GUIDE TO SIGN REGULATIONS

In Smithers, signs are regulated by the Town of Smithers Sign Bylaw. For all permanent signs and some temporary signs, an approved Sign Permit is first required prior to putting up, relocating or altering a sign. Following these steps will ensure you are familiar with the regulations and that your permit can be issued without delay.

1 Know Your Zoning.

The first step is to know your property zoning as this dictates the sign regulations that apply to you. Find this by contacting the Town Office or by visiting www.smithers.ca (search Zoning Map).

2 Understand What's Allowed.

The next step is to familiarize yourself with the sign regulations, which are summarized in this guide (full Sign Bylaw available online). As a general rule, any sign that is not expressly permitted is not allowed. There are also some specific exemptions where the Sign Bylaw does not apply and no permit is necessary. Examples include:

- Signs located inside your building or affixed to the inside of your window (max. 25% coverage).
- Die-cut window decals on the exterior of your window (max. 25% coverage).
- Incidental signs (functional purpose) that do not include a commercial message, (i.e. "parking", "no parking", "entrance", "vacancy", "no vacancy", "open", "closed").

Note that a sign in existence at the time of adoption of the Sign Bylaw must not be replaced, altered, rebuilt or relocated in any way unless the sign conforms to the sign regulations. However, a sign may be continued to be *used and maintained* provided it does not cause unlawful obstruction or pose a hazard.

3 Submit a Sign Permit Application, as required.

Once you are familiar with the regulations, you are now ready to submit a Sign Permit Application (available at www.smithers.ca and at the Town Office). A Sign Permit is required for all permanent signs (i.e. fascia, canopy freestanding, hanging or projecting) and temporary banner, balloon or sandwich board signs. Other temporary signs and Home Occupation signs are regulated, yet do not require a Sign Permit. In addition, a Sign Permit is not required if your signs have been approved as part of a Form & Character Development Permit or Development Variance Permit.

Once your application has been submitted, along with the necessary supporting documents and the fee paid, the staff will review your application for compliance with the Sign Bylaw regulations. There is typically a 1-2 week approval timeline, provided complete information is submitted.

4 Get other Permits or Documents.

You may require the following additional permits or documents:

- Building Permit** for freestanding signs or as required by the Building Inspector;
- Encroachment Agreement** or **Highway License of Occupation Agreement** if your signs are permitted to be on or over a road right-of-way, including a pedestrian sidewalk.
- Certificate of Insurance** indemnifying the Town against any and all liability to a minimum of \$2,000,000, and Naming the Town of Smithers as 'Additional Insured'.

For signs that do not conform with the sign regulations, you have the option of applying for a Development Variance Permit for approval prior to installation.

5 Have your Signs Made.

Once you have your required approvals, you can contact your sign manufacturer to have your signs made and then installed.

Regulation Checklist

This checklist is designed to help you work through the local sign regulations contained in the Sign Bylaw. Please contact the Town of Smithers Development Services Department for more information (see below).

CONSTRUCTION

- Sign materials are durable & weather resistant with all wiring/conduits below grade or concealed.
- Be in compliance with the BC Building Code and Electrical Code at all times.

LOCATION

- Locate signs entirely on private property with the exception of hanging, projecting, fascia, canopy, sandwich board signs or other signs that are permitted to be on or over a road right-of-way, including a sidewalk, only with an approved Highway License of Occupation Agreement or Encroachment Agreement.
- Provide min. vertical clearance of 4.5 m (14' 9") for any sign extending over an area accessible by motor vehicles.
- Provide min. vertical clearance of 2.4 m (8') for any sign extending over an area accessible by pedestrians.
- Do not obscure/obstruct visibility within 5 m (16' 5") of intersecting lot lines where two road right of ways meet or along any road right-of-way (including sidewalk). This does not apply to C-1, C-1A or C-1B zoned properties.

NUMBER + SIZE

- Comply with size requirements of individual sign types (see table summaries on pages 3 and 4).
- Maximum of 2 permanent signs (i.e. fascia, freestanding, projecting or hanging sign) on the main business frontage, which is the side of the building that faces a street and contains the main entrance of the business.
- In addition, the following additional signs are permitted:
 - 1 freestanding sign per property abutting arterial Highway 16.
 - 1 additional permanent sign per additional building face (i.e. on a corner) that is occupied by the business.
 - Temporary signs, as permitted (i.e. sandwich board signs or banner signs).
- Notwithstanding the above, Home Occupation Signs are limited to 1 sign per business per property.

LIGHTING

- Only signs in commercial zones may be illuminated as outlined below.
- Frontlit signs (i.e. goosenecks or flood/pot lights) are permitted in downtown (C-1, C-1A, C-1B zones).
- Signs in all other commercial zones are permitted to be either:
 - Frontlit; or
 - Backlit provided that only individual letters or symbols or a halo immediately surrounding individual letters or symbols illuminate, with the remaining sign face materials opaque as to not allow light to pass through.

MATERIALS + LETTERING

- Flexible material (i.e. vinyl, canvas, etc.) can only be used for temporary signs.
- Permanent signs located in the C-1, C-1A or C-1B Zones between Hwy 16 and Railway Avenue must:
 - Incorporate relief in the form of recessed, routed, raised or die-cut lettering; and
 - Be built with one or more of the following materials: Wood, metal (**excluding** alupanel or similar composite) and/or glass
- Permanent signs located elsewhere must be built with:
 - recessed, routed, raised or die-cut lettering; and
 - wood, metal (**Including** aluminum, alupanel or similar composite) and/or glass.

ENFORCEMENT

A non-compliance order/notice from the Director must be remedied:

- within 30 days of receiving the written notice in case of a permanent sign; and
- within 15 days of receiving the written notice in case of a temporary sign

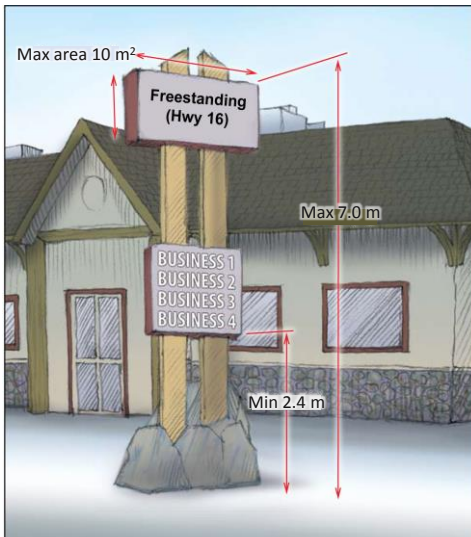
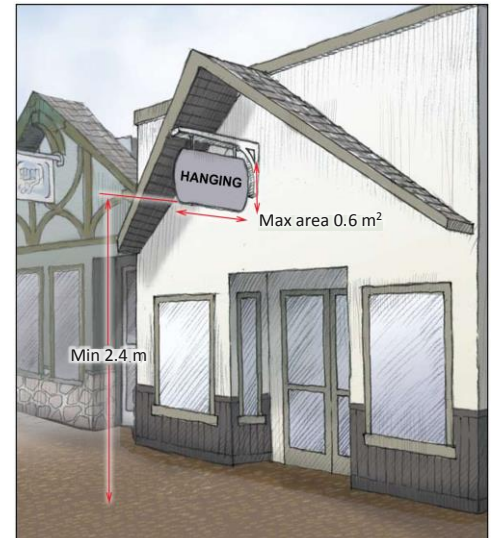
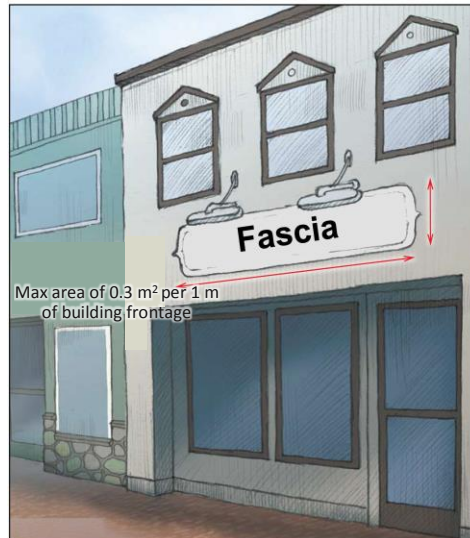
ANY QUESTIONS? CONTACT US! (250) 847-1600 or @ www.smithers.ca

Sign Specific Regulations: Permanent Signs

Permanent signs require an approved Sign Permit and are permitted in all zones. These include the following:

| SIGN TYPE | SIZE REGULATIONS | OTHER SPECIFICATIONS |
|----------------------|--|--|
| FASCIA/CANOPY | <ul style="list-style-type: none"> Max. area 0.3 m² per 1 m of building frontage in the C-1, C-1A and C-1B zones between Highway 16 and Railway Avenue, and 0.6 m²/ 1 m elsewhere. Min. 2.4 m (8') vertical clearance. | <ul style="list-style-type: none"> Not extend above the top of roof line or beyond the side of a building. Encroachment Agreement if over road right of way/sidewalks. |
| FREESTANDING | <ul style="list-style-type: none"> Max. area 10 m² (107.6 ft²) Max. height 5 m (16'-5"); 7 m (23') for Hwy 16. Min. 2.4 m (7'-10") vertical clearance, if over pedestrian area. | <ul style="list-style-type: none"> Not permitted to encroach over any road right-of-way. Attached to permanent base & Building Permit is required. Spaced 50 m (164' 1") from other freestanding signs on same site with area greater than 3 m² (32.3 ft²). |
| HANGING | <ul style="list-style-type: none"> Max. area 0.6 m² (6.5 ft²). Min. 2.4 m (7'-10") vertical clearance above grade. | <ul style="list-style-type: none"> Not extend horizontally beyond the limits of a canopy/awning. Encroachment Agreement if over road right of way/sidewalks. |
| PROJECTING | <ul style="list-style-type: none"> Max. area of 3 m² (32 ft²). Max. projection of 2 m (6'-6") from building and not within 0.6 m (2') from nearest curb. Min. 2.4 m (7'-10") vertical clearance. | <ul style="list-style-type: none"> Encroachment Agreement if over road right of way/sidewalks. |

Examples of permanent signs include the following:



Sign Specific Regulations: Temporary Signs

| SIGN TYPE | ZONES PERMITTED | SIGN PERMIT | SIZE REGULATIONS | OTHER SPECIFICATIONS |
|------------------------|---|-------------|--|--|
| BALLOON | All commercial zones | Yes | <ul style="list-style-type: none"> No size limits. | <ul style="list-style-type: none"> Displayed for a maximum of 30 days/calendar year. Securely fastened as to prevent excessive movement. |
| BANNER | Commercial, industrial & public use zones | Yes | <ul style="list-style-type: none"> Max. area of 10 m² (107 ft²). | <ul style="list-style-type: none"> Attached to support to prevent flapping. Prohibited in the C-1, C-1A, and C-1B zones between Highway 16 and Railway Avenue. |
| SANDWICH BOARD | Commercial, industrial, public use zones | Yes | <ul style="list-style-type: none"> On private property: Max. 1 sign per business/site. On a sidewalk: Max. 1 sign per frontage (only permitted in C-1, C-1A, C-1B zones). Max. 0.6 m x 1.2 m (2' x 4') | <ul style="list-style-type: none"> Highway License of Occupation required for signs on a sidewalk in the C-1, C-1A & C-1B zones. Displayed during business hours only. Must be stable and maintain a 1.5 m clear unimpeded pedestrian width. |
| COMMUNITY EVENT | All zones | No | <ul style="list-style-type: none"> Max. area 8 m² (86 ft²). | <ul style="list-style-type: none"> Displayed for a max. 30 days and removed after event finishes. Permitted on a road right-of-way with a Highway License of Occupation for any sign over 1.5 m². (16 ft²). |
| CONSTRUCTION | All zones | No | <ul style="list-style-type: none"> Max. area 5 m² (54 ft²) Max. height 10 m (32'-10") | <ul style="list-style-type: none"> Removed within 15 days after construction completed. Only permitted at area under construction & valid Building Permit. |
| POLITICAL | All zones | No | | <ul style="list-style-type: none"> Permitted on side boulevards with a Highway License of Occupation for any sign over 1.5 m² (16 ft²) Removed within 7 days after election/voting day. Not permitted on freehold property owned by the Town of Smithers (i.e. parks) or in flower beds/formal landscaped areas. |
| REAL ESTATE | All Zones | No | <ul style="list-style-type: none"> Max. 5 m² (54 ft²). Max. height 5 m (16'-5"). | <ul style="list-style-type: none"> Located only on the site or adjacent road right-of-way. Day of open house: Max. 6 signs; max area 1 m² (11 ft²) each and can be located in road side boulevards. |

Sign Specific Regulations: Home Occupation Signs

| SIGN TYPE | ZONES PERMITTED | SIGN PERMIT | SIZE REGULATIONS | OTHER SPECIFICATIONS |
|------------------------|--|-------------|--|--|
| HOME OCCUPATION | All residential & agricultural zones, including non-conforming residential uses in any other zone. | No | <ul style="list-style-type: none"> R-1, R-2, R-2A zones: <ul style="list-style-type: none"> Max. 1 m² (11ft²) area. Max. 2 m (6'-7") height. All other zones, as permitted: <ul style="list-style-type: none"> Max. 2 m² (22ft²). Max. 3 m (9'-10"). | <ul style="list-style-type: none"> Town of Smithers Business License is required for the home occupation. |

Signs on or over a Road Right-of-Way/Sidewalk

The below drawings illustrate the required clearances for signs permitted to be located either on or over a road right-of-way, including a pedestrian sidewalk. An approved Encroachment Agreement or Highway License of Occupation Agreement with the Town is required. This includes naming the Town of Smithers as "Additional Insured" on your liability insurance (min \$2,000,000).

