



## Permanent Sign Permit Application

Community Planning and Development  
 270 City Centre, Kitimat, BC V8C 2H7  
 T: 250-632-8900  
 www.kitimat.ca

Central File #: 7.2.5 \_\_\_\_\_

Sign Permit #: \_\_\_\_\_

Prior to submitting this application, please review the District of Kitimat's Permanent Sign Bylaw in the *Kitimat Municipal Code: Part 9, Division 3, Subdivision 6* to ensure that your application is consistent with the District's signage requirements. Variances to the Sign Bylaw will require a separate Development Variance Permit. Full review and completion of this form is required to ensure that your application is complete. If you have any question, contact us at [planning@kitimat.ca](mailto:planning@kitimat.ca) or 250-632-8900 for assistance. This form does not remove the potential requirement for a Building Permit, which are required for certain sign types. If you have any questions regarding signs or encroachment agreements that require Building Permits, contact [engineering@kitimat.ca](mailto:engineering@kitimat.ca) or 250-632-8900 for assistance.

| APPLICANT INFORMATION |              | OWNER INFORMATION <i>(if different from applicant)</i> |              |
|-----------------------|--------------|--|--------------|
| Full Name:            |              | Full Name:   |              |
| Mailing Address:      | Postal Code: | Mailing Address:                                       | Postal Code: |
| Phone:                | Email:       | Phone:   | Email:       |

### PROPERTY INFORMATION

Civic Address(es): \_\_\_\_\_

Legal Description(s): \_\_\_\_\_

Parcel Identifier (s): \_\_\_\_\_ Property Zoning: \_\_\_\_\_

For a Business: Yes  No  Business Name: \_\_\_\_\_

Does your Business have a current District of Kitimat Business Licence: Yes  No

### PROPOSED SIGN INFORMATION *(attach additional pages if necessary)*

New Sign:  Alteration of Existing Sign:  Relocation of Existing Sign:

Number of existing signs: \_\_\_\_\_ Number of new signs: \_\_\_\_\_

Is there a structure or sign erected over a sidewalk, street or other public space:

Yes  No

\*If yes, the applicant must enter into an Encroachment Agreement with the District of Kitimat.

Has an agreement been made: Yes  No

Type of Proposed Signs: a) Canopy Sign  b) Awning Sign  c) Directional Sign   
d) Fascia Sign  e) Freestanding Sign  f) Projecting Sign  g) Identification Sign   
h) Shipping Container Sign

Additional Sign Permit Requirements: *(excluding: Community Activity Signs, Real Estate Signs, Identification or Directional Signs - providing that signs do not exceed 0.3 m<sup>2</sup>.)*

Sign Manufacturer's Name: \_\_\_\_\_

Sign Manufacturer's Address: \_\_\_\_\_

Cost of the Sign: \_\_\_\_\_

Additional description of signage, including location, maximum sign height and total sign area: \_\_\_\_\_

## APPLICATION ACKNOWLEDGMENT

Personal Information provided on this form is collected under the authority of Section 26(c) of the Freedom of Information and Protection of Privacy Act and will be used only for purposes related to your application. Your name will be treated as public information. Home address and telephone number will not be released except in accordance with the Freedom of Information and Protection of Privacy Act.

Should there be any change in ownership or legal description of the property, I undertake to notify the Engineering Services Department immediately to avoid any unnecessary delay in processing the application. I accept responsibility for delay caused by incorrect or insufficient submission materials. Processing begins only when an application is certified as complete. To be considered complete, the application must include this completed form, supporting plans, relevant property title certificate, documents and/or drawings as required.

I have read and understood the Sign Bylaw Regulations as outlined in the *Kitimat Municipal Code, Part 9, Division 3*.

I agree to continuously maintain the sign(s) in a clean, neat and safe condition as outlined in the *Kitimat Municipal Code, Part 9, Division 3, Subdivision 3*.

\_\_\_\_\_  
Applicant or Authorized Representative                      Signature                      Date

\_\_\_\_\_  
Property Owner *(if different from above)*                      Signature                      Date

**APPLICATION CHECKLIST**

This checklist must be followed and submitted with your application form. If the application is incomplete, it will affect the processing time of the pending application. Please complete the application by initialing in the box under “Copies Attached” to verify completion of each submittal requirement.

**FORMS AND FEES REQUIRED**

| <b>Document</b>              | <b>Details</b>   | <b>Notes</b>                                    | <b>Copies Attached</b> | <b>Accepted by Staff</b> |
|------------------------------|--|---|------------------------|--------------------------|
| Application Form             | Application form must be completed and signed at the time of submission. |   |                        |                          |
| Proof of Liability Insurance | For signage wholly or partly installed on or over public property.       | Contact the District for more information.      |                        |                          |
| Proof of Ownership           | Land Titles Certificate.   | Must be dated within 30 days since application. |                        |                          |

**DRAWINGS AND DOCUMENTS**

| <b>Document</b>         | <b>Details</b>  | <b>Notes</b>  | <b>Copies Attached</b> | <b>Accepted by Staff</b> |
|-------------------------|---|---|------------------------|--------------------------|
| Site Plan & Photographs | Showing the proposed sign in context of existing signs, buildings, and property lines.                            | Use the metric system when showing dimensions of signs, property lines, setbacks and height, etc. |                        |                          |
| Detailed Drawing(s)     | Dimensions of the sign and the supporting structure including the maximum height and clearance of the sign.       |   |                        |                          |
|                         | The area of the sign and the area of the lettering and logos, colour scheme and materials and weight of the sign. |   |                        |                          |

|                     |  |   |  |  |
|---------------------|--|---|--|--|
| Detailed Drawing(s) | The manner of sign illumination, the colours used, the technical means by which this is to be accomplished, if applicable.   | Use the metric system when showing dimensions of signs, property lines, setbacks and height, etc. |  |  |
|                     | The method of supporting/ fastening the sign including the structural, footing details and materials and/or the dimensions of the wall surface of the building to which it is to be attached, if applicable. |   |  |  |

**FOR DISTRICT OF KITIMAT OFFICE USE ONLY**

**PLANNING DEPARTMENT APPROVAL**

Application Approved: Yes  No

Does this sign require a Development Permit: Yes  No

Permit# \_\_\_\_\_

Authorizing Signature: \_\_\_\_\_ Authorizing Title: \_\_\_\_\_

Authorizing Date: \_\_\_\_\_

Additional Comments:  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**BUILDING DEPARTMENT APPROVAL**

Application Approved: Yes  No

Does the sign require a Building Permit: Yes  No

\*Some larger freestanding signs require a structural base.

Additional Comments:  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_