

Sign Permit Application

Before proceeding, please refer to the *SIGN REGULATION BYLAW NO. 4369, 2018*

Applicant Information

Name	Address and Postal Code	Phone	Email
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Ownership (Select all that apply) ☐ Property Owner ☐ Tenant ☐ Contractor

Property Information

Civic Address	PID
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Legal Description	Lot	Block	Plan
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Zoning

Owner Information

Property Owner	Full Name	Address and Postal Code
	Phone	Email
Sign Owner	Full Name	Address and Postal Code
	Phone	Email
Tenant	Full Name	Address and Postal Code
	Phone	Email

Sign Information

Sign Type: ☐ Mini Billboard ☐ Canopy / Awning / Projecting ☐ Portable ☐ Fascia ☐ Fence/Third Party ☐ Electronic/Digital ☐ Free Standing

Sign material	Width	Length	Weight	Thickness	Total Height
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Fasteners: Type, Size, how many of each?

Foundation/Anchors

Proposed Sign Drawing Must Be Attached.	Sign Manufacturer
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Sign Installer

Name		Company	
Address		City & Province	
Email		Postal Code	
Phone	Fax	Business Licence Number	

Agent / Tenant Information

Is an agent submitting the application on behalf of the property owner? ☐ Yes ☐ No

If Yes, the Owner Authorization form needs to be completed and submitted.

1. I acknowledge that if I am granted a sign permit pursuant to this application that I am responsible for compliance with the current edition of the British Columbia Building Code, this bylaw and any other applicable enactment, code, regulation or standard relating to the work in respect of which the permit is issued, whether or not the said work is undertaken by me or by those whom I may retain or employ to provide design and/or construction services.
2. I acknowledge that neither the issuance of a permit under this bylaw, the acceptance nor review of plans, specifications, drawings or supporting documents, nor inspections made by or on behalf of the City constitute a representation, warranty, assurance or statement that the current edition of the British Columbia Building Code, the City of Dawson Creek's Building Bylaw, Subdivision and Development Servicing Bylaw, and Sign Bylaw or any other applicable enactment, code, regulation or standard has been complied with.
3. Where the City requires that Letters of Assurance be provided by a Registered Professional pursuant to Section 6.3 of the City of Dawson Creek Building Bylaw and Section 55 of the Community Charter I confirm that I have been advised in writing by the City that it relied exclusively on the Letter of Assurance of "Professional Design and Commitment for Field Review" prepared by in reviewing the plans, drawings, specifications and supporting documents submitted with this application for a sign permit.
4. I confirm that I have relied only on the said Registered Professional for the adequacy of plans, drawings, specifications and supporting documents submitted with this application.
5. I understand that I should seek independent legal advice in respect of the responsibilities I am assuming upon the granting of a sign permit by the City pursuant to this application and in respect of the execution of this acknowledgement.

I hereby agree to indemnify and keep harmless the City of Dawson Creek against all claims, liabilities, judgements, costs and expenses which may, in any way, occur against the said City in consequence of and incidental to, the granting of this permit, if issued. I further agree I have read and will conform to all requirements of the *SIGN REGULATION BYLAW NO. 4369, 2018* and all other statutes and bylaws in force in the City of Dawson Creek.

Name (Please Print)

Signature

Date

Arrange for inspections by phone or email

Phone: 250-784-3618

Email: bylaw@dawsoncreek.ca