

This checklist is intended to provide you with the minimum requirements for a Sign Permit application pursuant to Section 4 of "Building Bylaw 2003, No. 3172", "Sign Bylaw 2012, No. 3479" and Schedule J of Zoning Bylaw No. 2950. For more detailed information, please visit the website www.northcowichan.ca.

REQUIRED ITEMS – The following supporting documents must be obtained and submitted in order for your sign permit application to be accepted and approved.

Required Documents

- Completed Planning Compliance Form ***New Requirement - October 3, 2022**
- Completed Building Permit Application (*Fillable printable form available online*)
- Letter of Rationale (*describe reasons for the new or modified signage, identify associated development permits (if applicable), and any existing signage on the subject property*)
- Completed Agent Authorization Form (*Required if property owner is not applying for permit*)
- Title Search (*Must be printed within 30 days of your application date*)
- Covenants, Easements and Rights-of-Way (*Applies to the installation of new free standing signs (These documents may be obtained from the Land Title Office, a lawyer, notary or real estate office. Document numbers are listed on Title Search.)*)
- Site Plan of Subject Property to Scale (*Provide a site plan of the property which shows the location of signage to be installed or modified*)
- Required Drawings – One set of plans (if paper copy is being submitted, plan must be 11 x 17 or larger (no graph paper) minimum scale 3/16" = 1' or 1/8" = 1' for elevations.) (*Must show dimensions of signs, dimensions of building for fascia signs, lighting details, etc.*)
- Business Licence (*if applicable*)

It is the responsibility of the applicant/owner to contact the office to arrange a site visit to confirm placement of the sign(s) meet the requirements of the approved permit and obtain Final Approval.

Building Permit Fees

Your Building Permit fee for a Sign Permit is \$175.00 and is due once the Building Permit is approved. Your permit fees are payable by cash, interact, cheque or money order (*Made payable to the Corporation of the District of North Cowichan*). **Credit cards are not accepted.** The Sign Permit fee does not include the Development Permit fee if one is determined to be required. "Fees Bylaw 2016, No. 3603"