

This checklist is intended to provide you with the minimum requirements for a Sign Permit application pursuant to Section 4 of "Building Bylaw", "Sign Bylaw" and Schedule J of the "Zoning Bylaw". For more detailed information, please visit the website [www.northcowichan.ca](http://www.northcowichan.ca).

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

#### Required Documents

- Business Licence
- Complete 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, 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.*)
- BCBC Letters of Assurance / Schedule B (if applicable)
- Completed Planning Compliance Form

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 \$150 + 1% of construction value and is due once the Building Permit is approved. Your permit fees are payable by cash, cheque or via online banking. The Sign Permit fee does not include the Development Permit fee if one is determined to be required.