

## SIGN PERMIT APPLICATION CHECKLIST

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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 <a href="https://www.northcowichan.ca">www.northcowichan.ca</a>.

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
☐ Completed Building Permit Application (Fillable printable form available online)
$\square$ 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 ( <i>Provide a site plan of the property which shows the location of signage to be installed or modified</i> )
$\square$ 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 facia signs, lighting details, etc.)
☐ Business Licence (if applicable)

## **Building Permit Fees**

Approval.

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*). The Sign Permit fee does not include the Development Permit fee if one is determined to be required.

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