



DEVELOPMENT SERVICES APPLICATION PACKAGE

Guide to

SIGN PERMITS

This handout is prepared for your convenience as a general guide to sign permits in the City of Port Coquitlam. Changes to the information may be made where circumstances warrant. Please consult the Sign Bylaw, 1992, No. 2638 and other municipal legislation and policies as may be applicable for specific requirements. You may view municipal documents on the City of Port Coquitlam web site, www.portcoquitlam.ca, at the Terry Fox library or you may obtain copies at City Hall. For further information, please contact the Planning Division at 604-927-5442.

Last updated Oct 2010

INTRODUCTION

Through the sign permit approval process, the City can ensure that new signs are placed in a proper location, are an appropriate scale and erected in a safe manner. This handout describes the specific requirements, fees and process for obtaining a Sign Permit in the City of Port Coquitlam. Please refer to the City of Port Coquitlam Signs Bylaw, 1992, No. 2638 for detailed sign regulations. The Sign Bylaw is available for downloading by following the links on the City's web site, www.portcoquitlam.ca.

For more information, please contact the Planning Division at 604-927-5442.

INFORMATION REQUIRED FOR A SIGN PERMIT APPLICATION

- Submit a **complete** application form to the Planning Division.
- The **Sign Permit fee** (this amount is assessed according to estimated construction value of the sign).
- A **security deposit** for any signs requiring engineering (this deposit must be a separate payment from the application fee).
- A **Letter of Consent** from the property owner granting approval of the sign and its proposed location.
- Drawings** of the proposed sign, in an appropriate scale, showing the dimensions and location of the sign, of any buildings on the property and of any existing signs. This may include a site plan, elevations of any building faces for signage proposed on a wall surface, indicating the location and dimensions of any existing signs. The sign drawing should clearly identify the sign area and copy area (in square metres) where applicable.
- Sign material specifications.**

ADDITIONAL INFORMATION AND REQUIREMENTS

For Signs Requiring Structural Engineering

Structural and/or footing details prepared by a Professional Structural Engineer will be required for any freestanding, fascia, canopy, projecting or rotating sign with a weight of 25 kilograms (*55 lbs*) or greater, or a freestanding sign exceeding 4 m² (*43.05 ft²*) in area or exceeding 3 m (*9.84 ft*) in height or 4 m (*13.12 ft*) in width. These documents include:

- Original signed and sealed drawings prepared by a Professional Structural Engineer,
- Schedule B,
- Form B (*available from the Building Division*) and Certificate of Insurance,
- Schedule C-B after installation of the sign (*and Schedule C-A if Schedule A was required to coordinate two separate registered professionals*)

NOTE: Engineering drawings and schedules may be required upon inspection by the Building Division. Applicants will be contacted if this information is required, or the Building Division can be called directly at 604-927-5444.

A **\$500.00 security deposit** will be required for a sign that requires structural engineering design. This charge will be applied towards the cost of any safety measures or City Bylaw enforcement services required to remedy any bylaw violation in relation to the proposed sign. Upon completion of bylaw requirements, any portion of this security deposit that has not been required to meet the City's cost will be refunded.

SIGN PERMIT FEES

Value of Construction	Permit Fees Payable
\$1-5,000	\$70.00
\$5,001 – 20,000	\$14.00 per \$1,000 value
\$20,001 – 50,000	\$11.00 per \$1,000 value plus \$60.00
\$50,001 and over	\$8.00 per \$1,000 value plus \$210.00

Permit fees will be rounded to the nearest dollar. Each sign requires a separate application form and fee (except for the case of channel lettering). Two or more identical fascia signs will be considered as one (1) for the purpose of calculating the permit fee.

NOTE: Applications will NOT be processed until the Sign Permit fee and security deposit (*where applicable*) is received.

INSPECTION OF SIGNS

After issuance of the Sign Permit, all signs require inspection to ascertain whether the sign was installed in substantial conformance with the reviewed plans and placed in the proper location. A site survey may be required for freestanding signs to ensure the sign is not encroaching on a right-of-way, easement, public property or adjacent property.

Applicants must contact the Planning Division at 604-927-5442 upon completion of the sign so that an inspection may be arranged.

NOTE: Sign Permits will not be mailed or faxed out. Applicants must appear in person to sign and collect their Sign Permit.

CONTACT INFORMATION

Planning Division

#200 2564 Shaughnessy St.

604-927-5442

planning@portcoquitlam.ca

Building Division

#200 2564 Shaughnessy St.

604-927-5444

building@portcoquitlam.ca

SCHEDULE A
APPLICATION FORM FOR A SIGN PERMIT

Application Date: _____

I/We hereby make application under the provisions of the pertinent Bylaws for permission to construct, repair or alter the following sign and agree to all the requirements of the said Bylaws in force in the Municipality and to indemnify and keep harmless the Municipality against all claims, liabilities, judgments, costs and expenses of whatever kind, which may in any way accrue against the said municipality in consequence of, and incidental to, the granting of this Permit, if issued.

Building Site Address: _____

Tenant Name: _____ Telephone _____

Partial Legal Description: Lot # _____ Plan # _____ Block # _____

OWNER

CONTRACTOR

Name

Name

Address

Address

City

City

Postal Code

Telephone Number

Postal Code

Telephone Number

Type of Sign:

Lot Area

Canopy*	Changeable Copy
Fascia*	Freestanding *
Projecting*	Sandwich Board
Promotional	Balloon
Other:	

Sign Height

Sign Area

Copy Area

OFFICE USE ONLY

Permit No:

Estimated Construction Value

Zoning:

Every owner shall give at least 48 hours notice to a Building Inspector prior to the start of work on the building site.

Permit Fee Paid: CH () CA ()

APPLICANT

Security Deposit CH () CA ()

Receipt: P# O () B () A ()

Name

Comments:

Signature

Telephone

* Requires \$500.00 security deposit. **Please note:** security deposit must be paid separately from Sign Permit fee.