



(Each sign will require a separate application.)

Date: _____

Project Address: _____ Unit Number: _____

Applicant: _____

Tel. No. _____ Fax _____

Applicant Address: _____

Sign Contractor: _____ Business Licence No: _____

Contractor Address: _____

Tel. No. _____ Fax _____

Occupier of Project Address: _____

Copy (wording on sign): _____

Type of Sign: Facia Freestanding Canopy Other _____

Work Proposed: New Alteration Addition

Construction Value of Structure for a Freestanding Sign: _____

Sign Area: _____ m² _____ SF

Sign Permit Fee: \$ _____

Building Permit Fee (freestanding): \$ _____ TOTAL: \$ _____

This application must be accompanied with plans and specifications pursuant to Section 13, Clause b, of the Richmond Sign Bylaw No. 5560, as outlined on page 2 of this application.

Waiver: The permit is issued on the condition that the Owner releases, indemnifies and saves harmless the City, its Council members, employees and agents from and against all claims, liabilities, judgments, costs and expenses of every kind including negligence which the Owner, future Owner, Occupiers or any other person, partnership or corporation or Owner's heirs, successors, administrators or assigns incurs in consequence of or incidental to the issuance of the permits, the review of plans and supporting documents, inspections made by City inspectors or enforcement or failure to enforce a code or bylaw and the City owes no duty of care in respect of these matters to the Owner, whether or not an office or employee of the City, including an architect or engineer has knowledge of the professional or any design or field review.

Applicant (print name) _____

Signature of Applicant _____

Approved by: _____

Date: _____

Permit No: _____

Prepare Plans and Specifications

1. Drawn to scale in accordance with standard architectural practice.
2. Showing such information as may be necessary to provide for the enforcement of the Sign Bylaw, Zoning Bylaw, Building Bylaw and the Electrical Regulations, including:
 - a) Dimensions of the sign: _____
 - b) Weight of the sign: _____
 - c) Total area of all sides of the structure used as sign: _____
 - d) Dimensions of the sign's supporting members: _____
 - e) Overall height of the sign: (height) _____

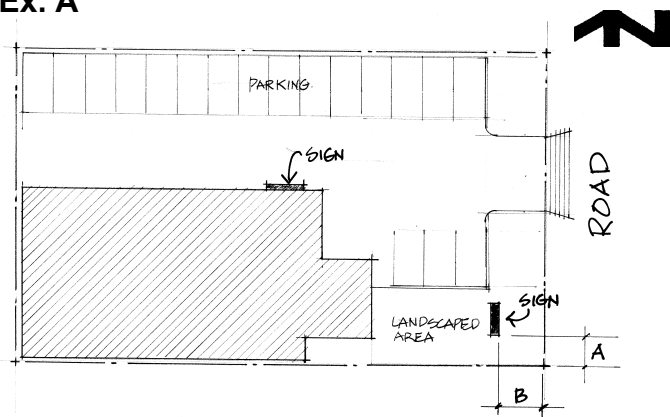
Amount of clearance beneath the sign (both as measured from finished grade):
 (clearance from finished grade) _____

 - f) Proposed location of the sign in relation to the boundaries of the lot it is to be situated upon: (Site Plan drawn to scale - see Ex. A below)
 (i.e. North, East, West, South) _____
 - g) Proposed location of the sign in relation to the face of the building to which (or in front of which) it is to be affixed: (Elevation of Building drawn to scale - see Ex. B below)
 (i.e. front, side, rear) _____
 - h) Colours to be used: _____

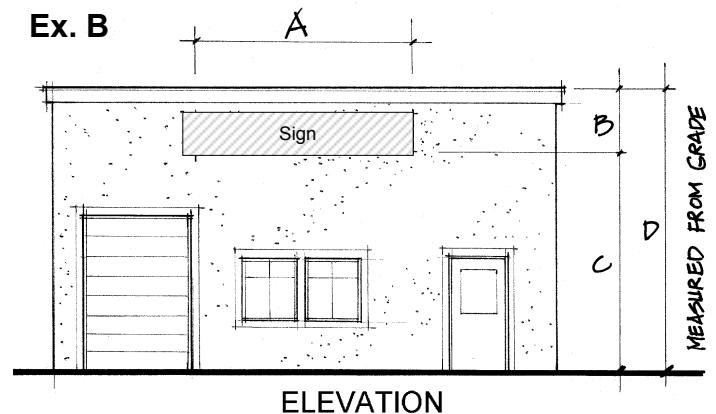
Additional information as required: _____

See attached cursory requirements.

Ex. A



Ex. B



Dimensions required where letters are indicated.



Two Sets, Drawn to Scale, Outlining

1. Site plan of property, including dimensions, note streets, north arrow, location of sign in relation to buildings and/or roads, setbacks from property lines, existing signage, driveways, landscaped areas, parking lot spaces.
2. Elevation of building face, indicate sign on building, dimensions of sign, area calculation; for freestanding which elevation the sign faces.
3. The overall height of the sign and the amount of clearance beneath it; both as measured from grade.
4. A drawing of the copy and the colours to be used (colour chips if possible).
5. Also, we welcome the addition of photographs with your application.

Structural Requirements

For the following signs, **in addition to the above**, we may require plans signed and sealed by a Professional Engineer, in accordance with the BC Building Code 2006. Please provide:

Freestanding Signs

- P. Eng. signed and sealed drawings and address of the person responsible for the structural design;
- All effects and loads used for the design of the structural members;
- Details of: sign box, sign box attachment to support or pole, anchorage of support or pole, foundation;
- Soil conditions (design soils bearing capacity);
- Size and thickness of base plate, support or pole; and
- Material specifications.

Projecting Signs

- P. Eng. signed and sealed drawings and address of the person responsible for the structural design;
- Details of attachments, sign box; and
- All effects and loads used for the sign of the structural members.

Note: Two permit applications are required for an Awning plan review when there is copy. A Building Permit for the Awning and a Sign Permit for the copy. Any questions regarding Building Permits should be directed to the Plan Processing Clerks – Building Approvals Division. Please note that a Sign Permit cannot be issued for an Awning until the Building Permit has been issued.

Each application for a sign permit shall submit, together with his application, a processing fee of \$47.00. Upon approval of the application, this fee will be a credit towards the appropriate permit fee. In cases of rejection of an application, the processing fee will not be refunded.

Prior to the issuance of a sign permit, the applicant shall submit the balance of the permit fee due. Permit fees are as follows:

If you have any questions regarding sign permits, please contact a Zoning/Sign Clerk at 604-276-4017 or check our web site at www.richmond.ca.

Sign Fees

Up to 5 m ² (53.82 ft ²)	\$47.00
From 5.01 m ² (53.8 ft ²) to 15 m ² (161.5 ft ²)	\$62.25
From 15.01 m ² (161.5 ft ²) to 25 m ² (269.1 ft ²)	\$93.00
From 25.01 m ² (269.1 ft ²) to 45 m ² (484.4 ft ²)	\$125.00
From 45.01 m ² (484.1 ft ²) to 65 m ² (699.7 ft ²)	\$166.00
65.01 m ² (699.7 ft ²) or more	\$208.00
For a permit to alter a sign or relocate a sign on the same lot	\$47.00

For freestanding signs greater than 3 m in height, a separate building permit fee is required. It is calculated by the construction value and is required at the time of application. Please contact a Zoning/Sign Clerk for a quote.



Purpose

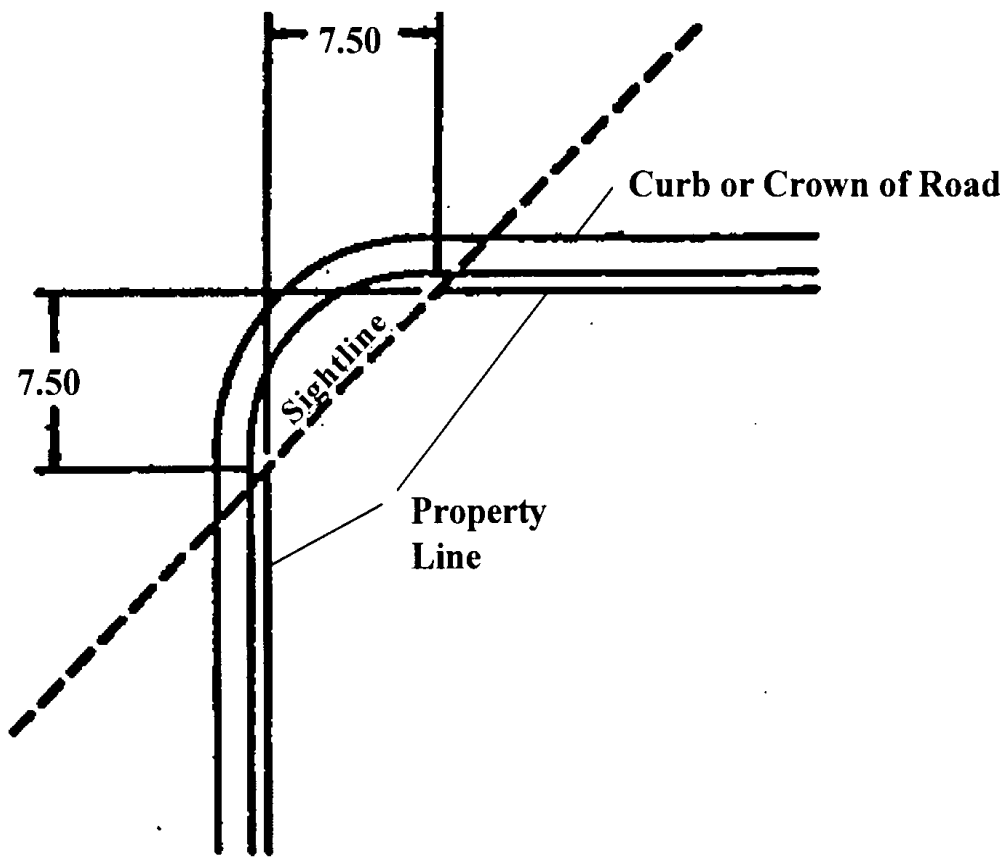
- To inform the public of changes to the Department's plan review processing procedure to expedite the turn around time for Sign Permit applications.

Background

- The Zoning Department is reviewing how we do business and, in particular, how we can provide more efficient customer service. One such area is in processing sign permit applications. It will require the applicant's cooperation to submit a complete permit application including plans and supporting documentation for faster processing time.

Implementation

- Effective July 6, 1998, when a sign permit application is being submitted, staff will undertake a cursory review to confirm the submission is complete;
- Only those applications considered complete and ready for sign permit review will be received for processing;
- Applications considered incomplete will be returned, along with an explanation of what additional information is required;
- **The cursory review is a measure to ensure that only complete permit applications are put into the sign permit review process. It is not intended that the cursory review process also reviews technical content for compliance with applicable codes and standards; and**
- Should you have any questions, comments or suggestions concerning this bulletin, please contact Mr. Bruce Murray, Supervisor, Zoning Department at 604-276-4085.



Note:

There shall be no obstructions to the line of vision between the height of 0.9 metres and 3.0 metres measured from the top of any curb fronting a property or if there is no such curb the measurement shall be from the crown of the road, in the area bounded by the property lines adjoining the streets and a line drawn to connect the property lines 7.5 metres distant from their point of intersection.

CITY OF RICHMOND

DES:	ENG.:	TRAFFIC BYLAW (Bylaw No. 5870)	DR.No. S-Line
DR.: S.L.M.	DATE.: OCT/93		SHEET No. 1 OF 1
CHK.:	SCALE: N.T.S.		



Inspections are Required After a Sign Permit is Issued

Facia, Awning* or Projecting Signs

- A Final Inspection is required after the sign is erected;
- *An awning may require two permits; and
- Call for Final Building Inspection separately from the Sign Permit Inspection.

Freestanding Signs

- A Form Inspection is required prior to pouring foundations;
- A Field Review Report by a Structural Engineer will be required on site; and
- A Final Inspection is required after the sign is erected.

Sign Inspections

Inspections requested before 8:00 p.m. will be made on the next working day.

When you call for an Inspection, please have the following information ready:

- Permit Number – the City of Richmond has a inspection request system called IVR which is a automated phone system that, when using a touch tone phone system allows you to:
 - Schedule, cancel or reschedule inspections;
 - Leave a voicemail message with an inspection request;
 - Get inspection results and messages from inspectors;
 - Obtain inspection history; and
 - Obtain sign permit status via fax.
- To access the new system, the inspection request phone number is 604-276-4111.

Office Hours: Monday to Friday, 8:15 a.m. to 5:00 p.m. (except Statutory Holidays).

For further information, call 604-276-4118.