



(Each sign will require a separate application.)

Date: _____

Project Address: _____ Unit Number: _____

Applicant: _____
Tel. No. _____ Email _____

Applicant Address: _____

Sign Contractor: _____ Business Licence No: _____

Contractor Address: _____
Tel. No. _____

Occupier: _____ Business Licence No: _____

Copy (wording on sign): _____

*Translation (for languages other than English): _____

Material of Sign: Plastic Face Painted Channel Letters Other: _____

Type of Sign: Facia Freestanding Canopy/Awning Other: _____
 Construction Window Changeable Copy Projecting

Work Proposed: New Alteration Addition

Letter of Authorization from Property Owners: Yes No (Please attach Letter of Authorization form PL-40)

Construction Value of Structure for a Freestanding Sign: _____

Building Permit Fee (freestanding): \$ _____

Sign Area: _____ m² Sign Permit Fee: \$ _____

This application must be accompanied with plans and specifications pursuant to Part 3 of the Richmond Sign Bylaw 9700.

***As a public courtesy, please include the business name and 50% of the text in English.**

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 _____

For Office Use

Approved by: _____ Date: _____

Permit No.: _____ Receipt No.: _____ Amount Paid: \$ _____

Sign Specifications

Two (2) sets of drawings should be submitted, drawn to scale and in **metric** in accordance with standard architectural practice. Applications submitted without metric units will not be processed.

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:

Dimensions of the sign (Length x Height): (A x B) _____ m

Overall height of the sign from grade to top of the sign: (C1+C) _____ m

Amount of clearance beneath the sign (measured from finished grade): (C) _____ m

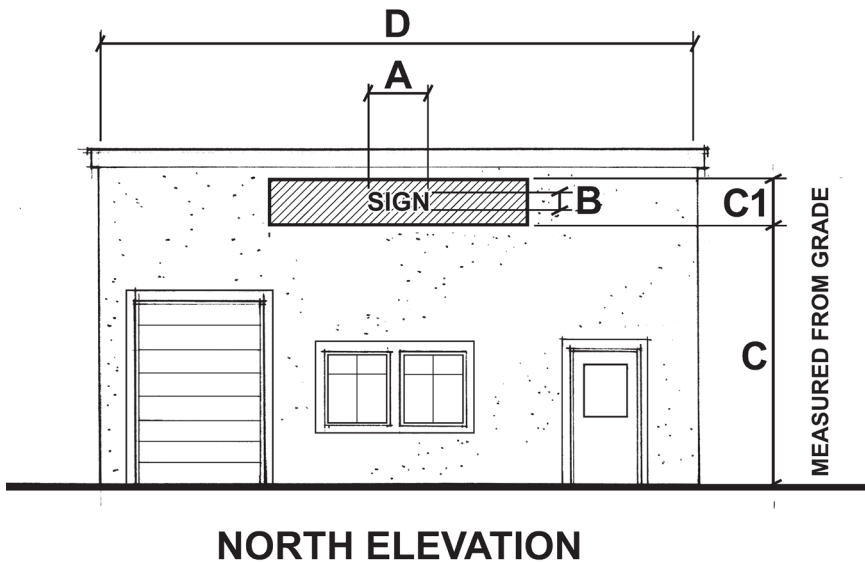
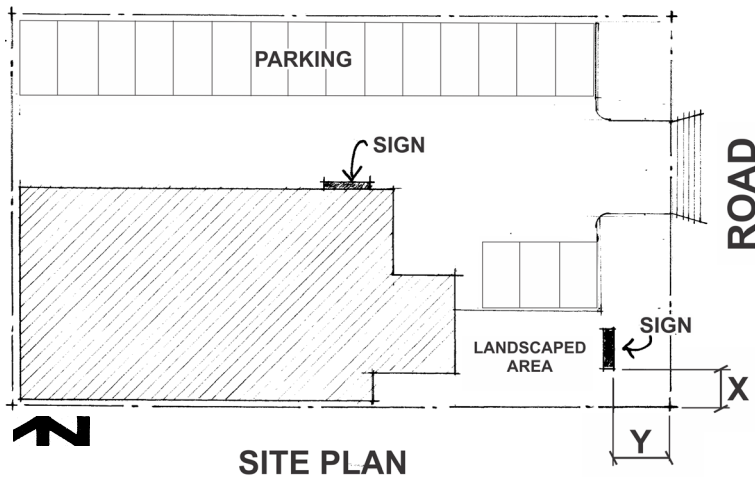
Width of Elevation pertaining to occupant address: (D) _____ m

Proposed location of the sign (North/East/West/South): _____

Colours to be used: _____

Additional information as required: (X, Y) _____

Dimensions required where letters are indicated.





This information is for general guidance only. It does not replace bylaws or other legal documents.

All signs, except those which are exempt in Sign Bylaw 9700 require a Sign Permit.

The following documents are required at the time of application:

- A COMPLETE Sign Permit Application for each sign
- Non-refundable processing fee (see Permit Fees)
- Letter of Authorization from property owner (if the owner is a company, please include the Corporation Certificate and Notice of Articles)
- Business Licence Application for Occupier of project address
- Two (2) sets of drawings or three (3) sets of signed and sealed Structural Drawings (for **Freestanding, Projecting and Awning/Canopy** signs see below) labeled with the project address which include:
 - Site Plan** (including North arrow, proposed sign location, building outline, unit dimensions, roads)
 - Elevation drawing/Photograph** (dimensions in meters including sign length, sign height, height from grade to bottom of sign, width of elevation pertaining to occupant frontage)
 - Signage Copy Drawing** (in colour including dimensions in meters)
 - Photograph of proposed location showing placement of proposed sign(s)**
 - Three (3) sets of **Signed and Sealed Structural Drawings** in accordance with the BC Building Code 2012 (if applicable, including Schedule F, Schedule B, Schedule E, Certificate of Insurance). Please provide the required information on the drawings for **Freestanding, Projecting and Awning/Canopy** signs:
 - 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
 - Material specifications

In addition to the above requirements a Building Permit for the Awning/Canopy and a Sign Permit for the copy will be required.

New Awning/Canopy Signs:

- Building Permit Application
- Payment for Building Permit processing fee

Note: *Building Permits for Awnings should be submitted separately to the Building Approvals Department. Any questions regarding Building Permits should be directed to the Plan Processing Clerks – Building Approvals Department at 604-276-4285. Note: a Sign Permit cannot be issued for an awning until the Building Permit has been issued.*

*When a Sign Permit Application is within the Steveston Village Heritage Conservation Area (HCA) a Heritage Alteration Permit may be required. Please reference Bulletin No. **PLANNING-10 Heritage Alteration Permit and Development Permit Exemptions and Delegated Authority**.*

Applications sent via mail will not be processed until processing fees have been received. We can call you for a credit card payment once we have reviewed the Sign Permit Application. Please provide a phone number and name of the person to contact on your application.

Completed applications may be submitted in person with payment by cheque, debit or credit card (subject to a 2% surcharge fee) or sent by courier/mail with a cheque payable to “City of Richmond”:

City of Richmond, Zoning and Signs Section, 6911 No 3 Road, Richmond, BC V6Y 2C1

Awning/Canopy Permits requiring a Building Permit may be sent to the Building Approvals Department.

Permit Fees

Description	Fee	
Base application fee (non-refundable, creditable towards permit fee)	\$94.25	
Fee for home-based sign	\$94.25	
Fee based on sign area (awning, banner, canopy, changeable copy, fascia, freestanding panel alteration, mansard roof, marquee, projected-image, projecting, under awning/canopy, window signs >25%)	<15.0m ²	\$121.00
	15.01-45.0m ²	\$237.00
	>45.01m ²	\$411.00
Fee for new freestanding signs	< 3.0m ²	\$237.00
	3.01-9.0m ²	\$469.00
	9.01-15.0m ²	\$703.00
Fee for temporary construction freestanding/fencing signs:	1st Year	Additional 6 months
Single or two family	\$121.00	\$68.75
3+ family construction	\$237.00	\$121.00
Freestanding sign relocation fee (on same site)	\$237.00 (same as base f/s fee)	
Permit processing fee for a sign without a permit	2x actual permit fee	

Please refer to Schedule A of *Bylaw 9719 for Designated Bylaw Contraventions and Corresponding Penalties* and Schedule B 11 of *Municipal Ticket Information Authorization Bylaw No. 7321, Amendment Bylaw No. 9720* for a list of offences and corresponding fines.

Inspections

Inspections are required after a sign has been installed. Separate inspections by a building inspector will be required for Awning/Canopy Signs and Freestanding Signs. 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.
- A Final Inspection is required after the sign is erected.

Sign Inspections

Inspections requested before 8:00pm can be scheduled for the next working day.

Please visit the Inspection Portal at inspections.richmond.ca/ to request an inspection.

Please have the following information ready:

- Permit number
- Date of inspections
- Access code found on Permit
- Contact number of contractor or occupier

To request an inspection, please visit inspections.richmond.ca/.

Office Hours: Monday to Friday, 8:15am to 5:00pm (except Statutory Holidays).

For further information, call 604-276-4016 or email signs@richmond.ca.