

SIGN APPLICATION

BUILDING DIVISION inspections@langleycity.ca 604-514-2804

TYPE OF WORK PROPOSED

New Sign(s) Copy Change on Existing Sign(s) New Sign(s) & Copy Change on Existing Sign(s)

LOCATION & PROPERTY INFORMATION

Construction Address: _____ Unit #: _____

Legal Description: Lot _____ DL _____ SEC _____ TWN _____ Plan: _____

PEOPLE INFORMATION

Applicant (choose one): Sign Contractor: Sign Installer: Owner: Tenant
 Sign Contractor Business License # _____ Sign Installer Business License #: _____

Applicant Company Name: _____ Contact Person: _____

Phone: _____ Cell: _____ email: _____

Address: _____ City: _____ Province: _____ Postal: _____

Owner Name: _____ Contact Person Name: _____

Phone: _____ Cell: _____ email: _____

Address: _____ City: _____ Province: _____ Postal: _____

Contractor Company Name: _____ Contact Person: _____

Phone: _____ Cell: _____, email: _____

Address: _____ City: _____, Province: _____, Postal: _____

Tenant Business Name: _____ Contact Person: _____ Phone: _____

WORK DESCRIPTION

SIGN # 1: Sign Type Free Standing , Fascia , Awning/Canopy , Projecting , Sandwich Board , Under Canopy ,
 Sign Width: _____ Ft, Sign Height: _____ Ft, Sign Area: _____ Sq. Ft, Sign Depth: _____ in,
 Clearance under Sign _____ Ft, Building Face Width: _____ Ft, Copy Change Only (Circle one): Yes/No

SIGN # 2: Sign Type Free Standing , Fascia , Awning/Canopy , Projecting , Sandwich Board , Under Canopy ,
 Sign Width: _____ Ft, Sign Height: _____ Ft, Sign Area: _____ Sq. Ft, Sign Depth: _____ in,
 Clearance under Sign _____ Ft, Building Face Width: _____ Ft, Copy Change Only (Circle one): Yes/No

SIGN # 3: Sign Type Free Standing , Fascia , Awning/Canopy , Projecting , Sandwich Board , Under Canopy ,
 Sign Width: _____ Ft, Sign Height: _____ Ft, Sign Area: _____ Sq. Ft, Sign Depth: _____ in,
 Clearance under Sign _____ Ft, Building Face Width: _____ Ft, Copy Change Only (Circle one): Yes/No

SIGN # 4: Sign Type Free Standing , Fascia , Awning/Canopy , Projecting , Sandwich Board , Under Canopy ,
 Sign Width: _____ Ft, Sign Height: _____ Ft, Sign Area: _____ Sq. Ft, Sign Depth: _____ in,
 Clearance under Sign _____ Ft, Building Face Width: _____ Ft, Copy Change Only (Circle one): Yes/No

For Sandwich Board Signs Only: License Agreement including Liability Insurance Enclosed: (Circle one): Yes/No

Construction Value for All Signs: \$ _____

I hereby make an application for a Sign Permit in accordance with the information stated above and declare that the information provided is complete. In consideration of the granting of the permission applied for, I/we hereby agree to indemnify and keep harmless the City of Langley against all claims, liabilities, judgments, costs and expenses of whatsoever kind, which may in any way accrue against the said City in consequence of, and incidental to, the granting of this permit, and I/we agree to pay the cost of repairing any damage to the sidewalk and/or curb by reason of the building operations in respect of which this permit is applied for, and I/we further agree to conform to all requirements of the building by-law and all other statutes and bylaws in force in the City of Langley, and I/we further acknowledge that the City accepts no responsibility for the accuracy of the information contained herein. I understand that payment of fees or acceptance of application does not guarantee that a building will be issued.

Name of Applicant	Signature	Date
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FOR OFFICE USE ONLY

Application Fee: \$ _____
 Deposit: \$ _____

Application Reviewed By	Date:	Application No:
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Zone: _____ DP: _____ Land Use Contract: _____ Folio No.: _____

SIGN PERMIT CHECKLIST

THE FOLLOWING ITEMS MAY BE REQUIRED.

BP NO.: _____

SITE PLAN	YES	NO	N/A
• LOCATION OF SIGNAGE	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• RIGHT OF WAY(S). EASEMENT(S), COVENANT(S)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ELEVATION DRAWING(S)	YES	NO	N/A
• PHOTOGRAPH OR DRAWING	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• DIMENSION OF UNIT	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• PLACEMENT OF SIGNAGE	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CROSS SECTION	YES	NO	N/A
• DEPTH OF SIGNAGE	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• FASTENING METHOD	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
COPY DRAWING	YES	NO	N/A
• COLOR DRAWING	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• DIMENSIONS SHOWN	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
DOCUMENTATION	YES	NO	N/A
• APPLICATION FORM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• FORM 1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• OWNER AUTHORIZATION FORM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• SCHEDULE B FROM STRUCTURAL PROFESSIONAL (IF APPLICABLE)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• FORM 2 (FROM REGISTERED PROFESSIONAL – IF APPLICABLE)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>