



SIGN PERMIT APPLICATION

Municipal Contact: \_\_\_\_\_ Application No.: \_\_\_\_\_ Date Received: \_\_\_\_\_

APPLICANT

Applicant: \_\_\_\_\_  
Phone: \_\_\_\_\_ Email: \_\_\_\_\_  
Address: \_\_\_\_\_

REGISTERED LANDOWNER

Registered Landowner (if not applicant): \_\_\_\_\_  
Phone: \_\_\_\_\_ Email: \_\_\_\_\_  
Address: \_\_\_\_\_

CONTRACTOR/SIGN INSTALLER:

Contractor/Sign Installer: \_\_\_\_\_  
Phone: \_\_\_\_\_ Email: \_\_\_\_\_  
Address: \_\_\_\_\_

BUSINESS (to which the sign refers)

Business Name: \_\_\_\_\_  
Phone: \_\_\_\_\_ Email: \_\_\_\_\_  
Business Licence Number: \_\_\_\_\_

SUBJECT PROPERTY

Legal Description: \_\_\_\_\_  
Address (Site): \_\_\_\_\_

SIGN DETAILS

Type: ☐ Free-standing ☐ Fascia ☐ Projecting ☐ Canopy ☐ Other \_\_\_\_\_  
☐ Permanent ☐ Temporary ☐ Erect ☐ New ☐ Alteration ☐ Relocation  
Horizontal \_\_\_\_\_ Vertical \_\_\_\_\_ Depth \_\_\_\_\_  
Clearance above grade \_\_\_\_\_ Total Height \_\_\_\_\_  
Length of Wall (to which sign is attached) \_\_\_\_\_ Area of Sign (one side only) \_\_\_\_\_  
Method of Support (existing) \_\_\_\_\_ Method of Support (proposed) \_\_\_\_\_  
Illuminated: Yes ☐ No ☐ If Yes: ☐ Backlit ☐ Indirect

\*Attach additional information if required.

NOTE: I/We understand and agree that neither the granting of a permit, nor approval of plans and specifications, nor inspections made during the erection of the sign shall in any way relieve me/us from full responsibilities for carrying out the work in accordance with all City of Kamloops bylaws. And I/we further affirm and agree to be fully responsible for the acts and omissions of my/our subcontractors relative to the work subject to this permit, and that the City of Kamloops shall be protected and saved harmless from any damages arising out of my/our work.

REQUIRED SUBMISSIONS

The following information is required to initiate an application:

- ☐ Application fee \$ \_\_\_\_\_  
- enlargement, conversion, alteration, or relocation \$40  
- temporary sign \$40  
- free-standing sign exceeding 2 m in height \$140  
- all other signs requiring a permit \$80  
- digital signs \$40
- ☐ Certificate of Title and BC Company Summary  
☐ Covenants/rights-of-way registered on title (**freestanding signs only**)  
☐ Sign elevation(s) (including colour proof with dimensions)  
☐ Site plan (showing proposed sign location)  
☐ Size, type, and location of all other signs on the subject property
- ☐ Owner Authorization

(The application fee will be DOUBLED if sign(s) are installed either before or without an approved a sign permit.)

I/We \_\_\_\_\_ of  
(Print Applicant's Name)  
hereby make application for a sign permit.  
I/We also certify that the information contained herein is correct to the best of my knowledge and belief. I/We understand **that this application, including any plans submitted, is public information.** I/We authorize the reproduction of any plans/reports for purposes of application processing and reporting. I/We understand that personal information collected on this form is collected for the purpose of processing this application and for administrative purposes. Personal information is collected under the authority of the *Local Government Act*.  

(Date) (Applicant's Signature)

This application is made with my full knowledge and consent.

(Date) (Registered Owner's Signature)