



Deep Roots
Greater Heights

Sign Permit Application

Sign Bylaw # 4653-1992

DATE: _____

Construction Address _____

Legal Description _____ Zone: _____

Registered Owner _____ Tel _____

Contractor's Business Name _____ Tel _____

Contractor's Current **Maple Ridge** Trade Licence Number _____

***** If sign is illuminated – electrical permit application must be included with this application *****

Sub Type: Check One

Commercial Industrial Institutional Residential

Type of Sign: Check One New Facia Refacing Facia New Free Standing Refacing Free Standing Awning

Canopy Directional Projecting Readograph

Please answer the following 3 questions regardless of the type of sign you are placing:

Is sign encroaching on Municipal Property? Yes No

If yes, Provide Hwy Use Permit # _____

Name of Business that Sign is for: _____

All Questions pertaining to your sign must be answered at time of application

AWNING:

Are there other signs on the property? Yes No

Area of Sign _____

Copy Area _____

Projection From Building _____

Height of Sign _____

Clearance from Bottom of Sign to Grade _____

Is sign illuminated? Yes No

Value of Construction \$ _____

CANOPY:

Are there other signs on the property? Yes No

Area of Sign _____

Copy Area _____

Projection From Building _____

Width of Sign _____

Height of Sign _____

Clearance from Bottom of Sign to Grade _____

Is sign illuminated? Yes No

Value of Construction \$ _____

FACIA:

Are there other signs on the property? Yes No

Area of Sign _____

Wall Area _____

Copy Area _____

Building Frontage _____

Projection From Building _____

Height of Sign _____

FACIA con't:

Is sign illuminated? Yes No

Readograph Included? Yes No

If yes, provide area _____

FREE STANDING:

Are there other signs on the property? Yes No

Area of Sign _____

Area of all Sides of Sign _____

Copy Area _____

Height of Sign _____

Clearance from Bottom of Sign to Grade _____

Readograph Included? Yes No

If yes, provide area _____

Is sign illuminated? Yes No

Area of Parcel of Land _____

Frontage of Parcel of Land _____

Distance Between Free Standing Signs _____

Value of Construction \$ _____

PROJECTING:

Are there other signs on the property? Yes No

Area of Sign _____

Copy Area _____

Projection From Building _____

Height of Sign _____

PROJECTING con't:

Clearance from Bottom of Sign to Grade _____

Readograph Included? Yes No

If yes, provide area _____

Is sign illuminated? Yes No

Value of Construction \$ _____

DIRECTIONAL:Are there other signs on the property? Yes No

Area of Sign _____

Number of Sides _____

Area of Side #1 _____

Area of Side #2 _____

Readograph Included? Yes No

If yes, provide area _____

Is sign illuminated? Yes No

Value of Construction \$ _____

READOGRAPH:Are there other signs on the property? Yes No

Area of Sign _____

Height of Sign _____

Clearance from Bottom of Sign to Grade _____

Is sign illuminated? Yes No

Does this sign stand alone or is it being added to a Free

Standing Sign? Stand Alone Added

Applicant's Signature _____

Applicant's Phone Number _____

Contact Person _____
(please print)

Contact's Phone Number _____

Permit Number _____

Sign Drawing RequirementsInformation required for **Facia signs, Awning signs and Projecting signs** are as follows:

- 2 sets of scaled drawings
- Site Plan showing the location of the sign in relation to the boundaries of the parcel and building upon which it is to be located
- Elevation Plan(s) showing the height dimensions to the underside of the sign and uppermost portion of sign structure to the finished grade
- Description of the advertising copy of wording to be displayed including style, font size, colours of all the letters, logos or similar copy of the sign along with the calculations of sign area and copy area
- Length and width dimensions of the tenanted space wall on which the sign is located
- Size and location of all existing signs on the property and/or building(s)
- Projection of the sign from the wall/structure face
- Structural drawings with details of attachment must be reviewed and sealed by a structural engineer and a letter of assurance to be completed. Structural drawings not required, but typical detail of attachment to be provided by sign contractor for channel letters, foam letters and aluminum panels.

Information required for **Freestanding signs or Pylon signs** are as follows:

- 2 sets of scaled drawings
- Site Plan showing the location of the sign in relation to the boundaries of the parcel upon which it is to be located
- Off street parking area, parking lot aisles, parking stalls, landscaping and driveways
- Dimensions and areas of any proposed landscaped areas
- Indicate all existing and proposed freestanding signs for this lot and their distance from each other and property lines
- 4 structure elevations of the freestanding sign
- Height dimensions to the underside of the sign and uppermost portion of sign structure to the finished grade
- Description of the advertising copy of wording to be displayed including style, font size, colours of all the letters, logos or similar copy of the sign along with the calculations of sign area and copy area
- Structural drawings and footing details must be reviewed and sealed by a structural engineer and letters of assurance be submitted.

A \$50.00 fee, per sign, is payable upon application. Any further charges on signs will be payable upon issuance of the permit.

If proposed sign(s) are illuminated an electrical permit is required at time of this application.

If you have additional questions or require assistance please contact the Licences, Permits & Bylaws Department at 604-467-7311.