



DATE: _____ Zone: _____

Project Address: _____

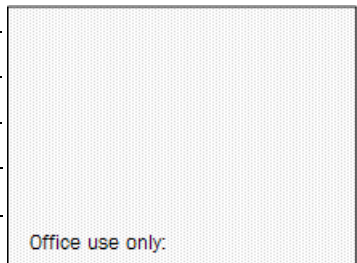
Legal Description: Lot: _____ Plan No.: _____

Registered Owner: _____ Tel: _____

Name of Business Sign is for: _____

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 Agricultural Residential

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

Are there any freestanding signs on the site? Yes No Are there any projecting signs on the site? Yes No

*NOTE: If you have Multiples of the same sign type use other unused adjacent columns	Facia <input type="checkbox"/> New <input type="checkbox"/> Re-facing	Awning <input type="checkbox"/> New <input type="checkbox"/> Re-facing	Canopy <input type="checkbox"/> New <input type="checkbox"/> Re-facing	Directional	Projecting <input type="checkbox"/> New <input type="checkbox"/> Re-facing	Readograph <input type="checkbox"/> Stand Alone <input type="checkbox"/> To Existing	Freestanding (Pylon) <input type="checkbox"/> New <input type="checkbox"/> Re-facing
# of Signs							
Area of Sign (per face) (m ²)							
Wall Area (m ²)						N/A	N/A
Copy Area (m ²)							
Bldg. Frontage (m)						N/A	N/A
Projection From Bldg. (mm)						N/A	N/A
Width of Sign (m)							
Height of Sign (m)							
Clearance from bottom of Sign to grade (m)							
Is sign illuminated? Y/N							
Permit Number (Office Use Only)							

Freestanding Sign – Additional Questions:

Area of Parcel of Land _____ Construction Value: _____

Frontage of Parcel of Land _____

Distance Between Free Standing Signs _____

Applicant's Name _____

Email: _____

Applicant's Signature _____

Contact Person _____

(please print)

Contact's Phone Number: _____

PLEASE TURN PAGE OVER



Information required for **Facia signs, Awning signs and Projecting signs** are as follows (all dimensions to be in metric).

2 sets of scaled drawings in metric that are to include:

- 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
- Width and height dimensions of the wall for the tenant space on which the sign is to be located
- Size and location of **all** existing signs for your business plus all projecting and freestanding signs located 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 be submitted. ****Structural drawings may not be required - but typical details of attachment are to be provided by sign contractor - for individual channel letters (not within a sign can), foam letters and aluminum panels.**
- All sign installations penetrating the building's façade on new construction and buildings constructed with an EIFS cladding system will require sign off from a registered professional experienced in exterior envelope work (BCBC Part 5).
- Provide the advertising copy wording to be displayed, dimensioned and to scale in colour. Include all the letters, logos or similar copy of the sign along with the calculations of sign area and copy area
- Letter of Authorization from Owner Form

**** City staff reserve the right to request structural drawings and supporting documents when extent and complexity requires ****

Information required for **Freestanding signs or Pylon signs** are as follows (all dimensions to be in metric):

2 sets of scaled drawings in metric that are to include:

- 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 the 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
- Structural drawings and footing details must be reviewed and sealed by a structural engineer and Letters of Assurance submitted.
- Description of the advertising copy wording to be displayed including dimensions of all the letters, logos or similar copy of the sign along with the calculations of sign area and copy area and a colour rendering of the sign.
- Letter of Authorization from Owner Form

A **permit fee as outlined in Schedule A of the sign bylaw, 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. This is required even if power is already supplied to the location.

**** Currently applications cannot be made on-line. If you have additional questions or require assistance please contact the Building Department at 604-467-7311. ****