

## District of Saanich

Planning Department  
770 Vernon Avenue  
Victoria, BC V8X 2W7  
[www.saanich.ca](http://www.saanich.ca)  
250-475-5471

Sign Permit: \_\_\_\_\_

Address of Proposed Sign: \_\_\_\_\_

Business Name: \_\_\_\_\_

Zoning: \_\_\_\_\_ Sign District: \_\_\_\_\_ DPR:  Y  N DPR #: \_\_\_\_\_

<b>Sign 1</b>	<input type="checkbox"/> New Sign		<input type="checkbox"/> Copy Change		
Sign Fee	Frontage (m)	Sign Height		Sign Width (m)	Sign Area (m <sup>2</sup> )
\$			x	=	
Sign Type:			Illuminated <input type="checkbox"/> Y <input type="checkbox"/> N		

**Permitted Sign Types:**

- ▶ Fascia
- ▶ Free Standing
- ▶ Canopy
- ▶ Marque
- ▶ Temporary

<b>Sign 2</b>	<input type="checkbox"/> New Sign		<input type="checkbox"/> Copy Change		
Sign Fee	Frontage (m)	Sign Height		Sign Width (m)	Sign Area (m <sup>2</sup> )
\$			x	=	
Sign Type:			Illuminated <input type="checkbox"/> Y <input type="checkbox"/> N		

**NOT PERMITTED:**

- ▶ Roof Signs
- ▶ Projecting Signs
- ▶ Rotating Signs
- ▶ Animated Signs
- ▶ Third Party Signs
- ▶ Portable Signs

<b>Sign 3</b>	<input type="checkbox"/> New Sign		<input type="checkbox"/> Copy Change		
Sign Fee	Frontage (m)	Sign Height		Sign Width (m)	Sign Area (m <sup>2</sup> )
\$			x	=	
Sign Type:			Illuminated <input type="checkbox"/> Y <input type="checkbox"/> N		

**APPLICANT'S DECLARATION – PLEASE READ AND SIGN**

The applicant declares that they are acting on behalf, and with permission of the owner and occupier. The applicant, owner and occupier agrees to save harmless the Municipality and its employees from any claims, or actions arising out of the construction or installation of the sign, development of the site, inspection of the building plans, including one based on negligence of the Municipality or its employees. I hereby agree that I will comply with the Sign Bylaw relating to my permit and that I will remain responsible to ensure its conformance. I have read, understood, and agreed to the above conditions.

**THIS IS NOT A PERMIT AND DOES NOT AUTHORIZE COMMENCEMENT OF WORK.**

The undersigned owner/authorized agent of the owner makes an application as specified herein, and declares that the information submitted in support of the application is true and correct in all respects.

Applicant: \_\_\_\_\_ Applicant's Signature: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Building Owner or Management Company: \_\_\_\_\_

Building Owner or Management Signature: \_\_\_\_\_

*An Authorization Letter from the Owner or Building Manager would also be acceptable.*

Sign Installer: \_\_\_\_\_ Address: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Contact: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_



▶ **Sign Bylaw 8789:** <http://www.saanich.ca/assets/Local~Government/Documents/Bylaws~and~Policies/sign-bylaw-2006-no-8789.pdf>

This collection of personal information is authorized under the Local Government Act, Community Charter and section 26(c) of the Freedom of Information and Protection of Privacy Act. The information will be used for processing this application.

Questions can be directed to the District's Privacy Officer at: 770 Vernon Avenue, Victoria BC, V8X 2W7, t. 250-475-1775, e. [foi@saanich.ca](mailto:foi@saanich.ca)

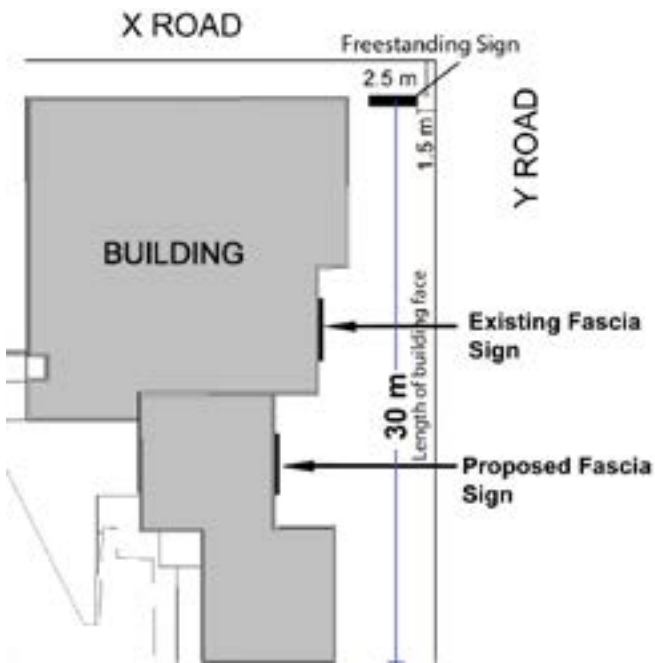
# YOUR APPLICATION MUST INCLUDE THE FOLLOWING INFORMATION

**\*\* (2 copies of each set of plans) \*\***

- A top-view or site plan showing the building with wall length measurements (metric) and the location of each proposed sign on the property (see below).
- If applying for a free standing sign, indicate the location of all existing free standing signs on the top-view plan, and the distances from property lines for the proposed new free-standing sign(s) (see below).
- If applying for a fascia, wall, or canopy sign, provide a drawing or photo of the entire face of the building that the sign is proposed to be located on, indicating the location of all existing and proposed signs (see below).
- Provide scaled drawings of each proposed sign indicating dimensions, materials, colours, and lighting. Please include measurements in metric.
- Fee (\$30 for each sign 0.4 m<sup>2</sup> [4.3 ft<sup>2</sup>] or smaller in area; \$60 for each sign larger than 0.4 m<sup>2</sup> but not exceeding 2 m<sup>2</sup> [21.5 ft<sup>2</sup>] in area; \$100 for each sign exceeding 2 m<sup>2</sup> [21.5 ft<sup>2</sup>] in area).

## Example 1

Top View showing Existing & Proposed Sign Locations



## Example 2

Free Standing Sign



*Copy Area* for a **Freestanding Sign** means only the portion of a sign devoted to advertising and excludes framing, trim, or supporting structures.

*\*Sign Area* for a **Freestanding Sign** includes the advertising, plus supporting structures and trim.

## Example 3

Drawing of Building showing Existing & Proposed Sign Locations



## Example 4

Fascia Sign

Sign Area equals the entire face of a sign including the advertising surface, framing, and trim or moulding.

