



SIGN PERMIT GUIDE AND CHECKLIST

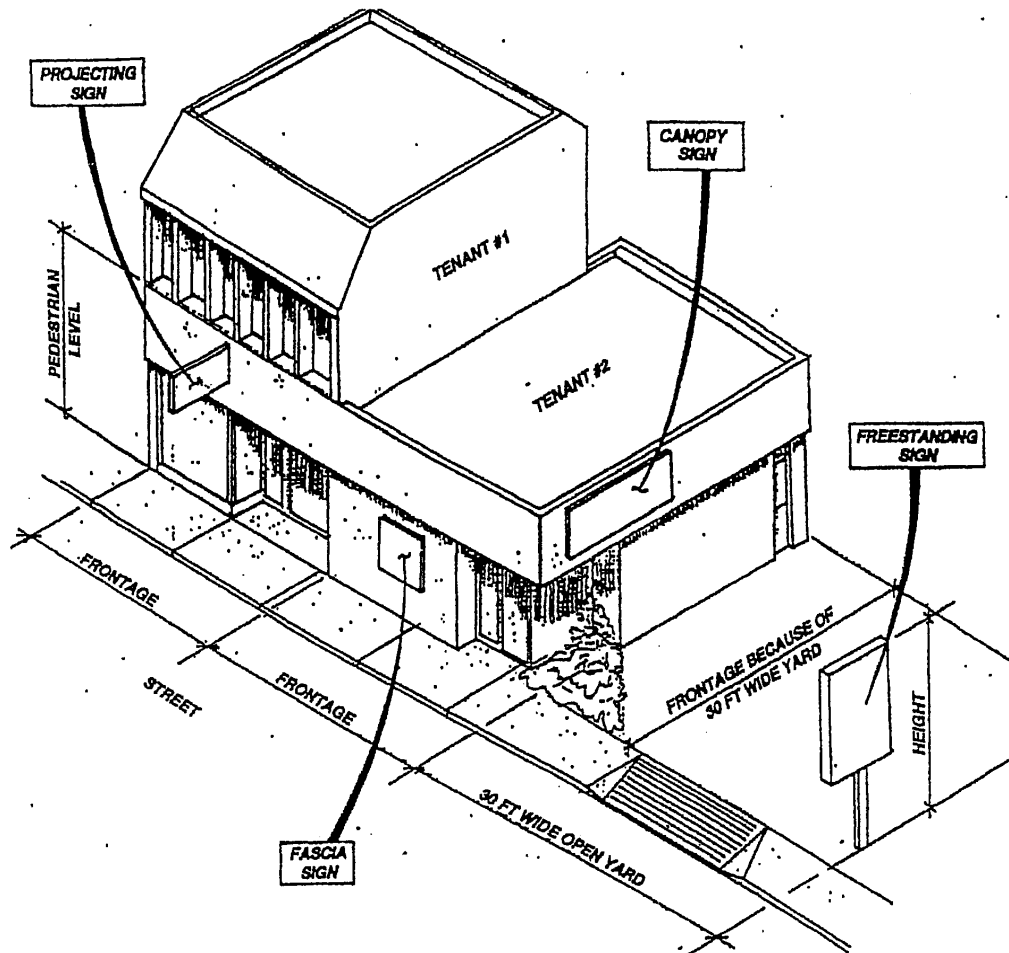
It is recommended to contact the Building Departments Plan Checker to verify whether sealed structural drawings and a Schedule B are required. Signs weighing 50lbs or more may require an engineer.

An application for a sign permit must include the following information:

- ☐ Application form
- ☐ Owner's undertaking
- ☐ Agent appointment
- ☐ Title search dated within 30 days of your application date.
- ☐ If the owner is a corporate entity, then a corporate summary dated within 30 days of your application date is required.
- ☐ The fee is \$130.00 *per* sign, plus a \$35 administration fee.
- ☐ Free standing signs will require a \$1050.00 security deposit.
- ☐ Civic address and legal description of the property/premises upon or to which the sign is to be erected or attached.
- ☐ The sign manufacturer's name, address, and phone number.
- ☐ The name and address of the owner of the property/premises where the sign is proposed to be located.
- ☐ The dimensions of the sign face(s), drawn to scale, showing the proposed copy, and the height and base of the supporting structure.
- ☐ Key Plans showing location of multiple signs as required.
- ☐ Drawings to clearly identify number of signs and type (fascia, projecting signs, free standing etc.)
- ☐ The maximum height and clearance of the sign.
- ☐ The dimensions of the building face on which the sign is proposed to be displayed.
- ☐ All drawings are to include fastening details regardless of whether a structural engineer is required.
- ☐ The proposed location for the sign in relation to property lines and the dimensions of the building and/or the property upon which it is to be situated.
- ☐ The size and location of any existing signs on the property/premise.
- ☐ The cost of the sign(s).
- ☐ Structural and footing details and material specifications for the proposed sign

Section 8.4 of the District of Mission Sign Bylaw No. 1662-1987, states, in part:

Whenever, in the opinion of the authority having jurisdiction, the proposed work requires specialized knowledge, it may be required as a condition of the issuance of a permit that the drawings and specifications be prepared, dated, sealed, and signed by, and the work carries out under the supervision of a professional engineer lawfully authorized to practice in the Province of British Columbia.

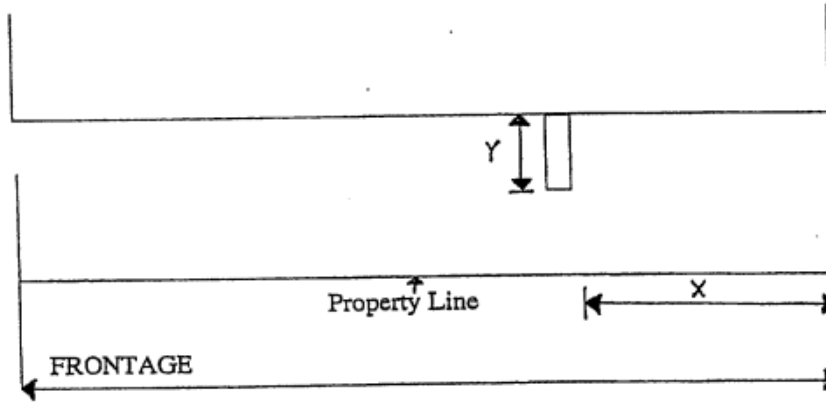


FRONTAGE is defined as meaning

- a) the length of the property line of a parcel of land or building wall adjacent to and abutting a highway or yard; or
- b) in the case of individual businesses or tenants within a building, that portion of the frontage as defined above, occupied by such individual businesses or tenants.

YARD is defined as meaning

a private roadway or other open lands, without any building thereon, and having a width of not less than 9m (29.53ft.).



PROJECTING SIGNS

X = No. of feet to nearest property line of adjoining tenant.

Y = Maximum permitted projection which is equal to $X \times 3$ inches.

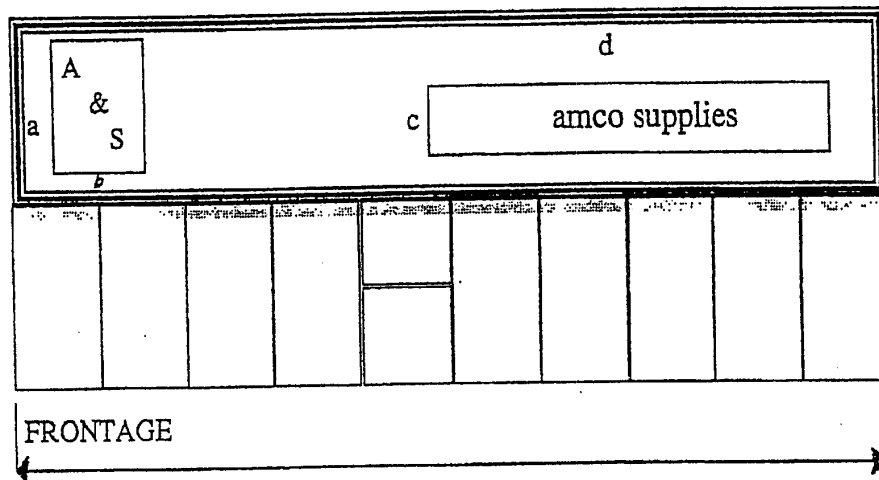
TYPICAL EXAMPLE: Based on the CCD1 Zone

Assume X = 20 feet and the frontage = 60 feet

-maximum permitted projection = 20ft. \times 3" or 5ft.

-maximum permitted sign area = frontage (60ft.) \times $\frac{1}{2}$ sq. ft. or 30 sq. ft.

FASCIA AND CANOPY SIGNS

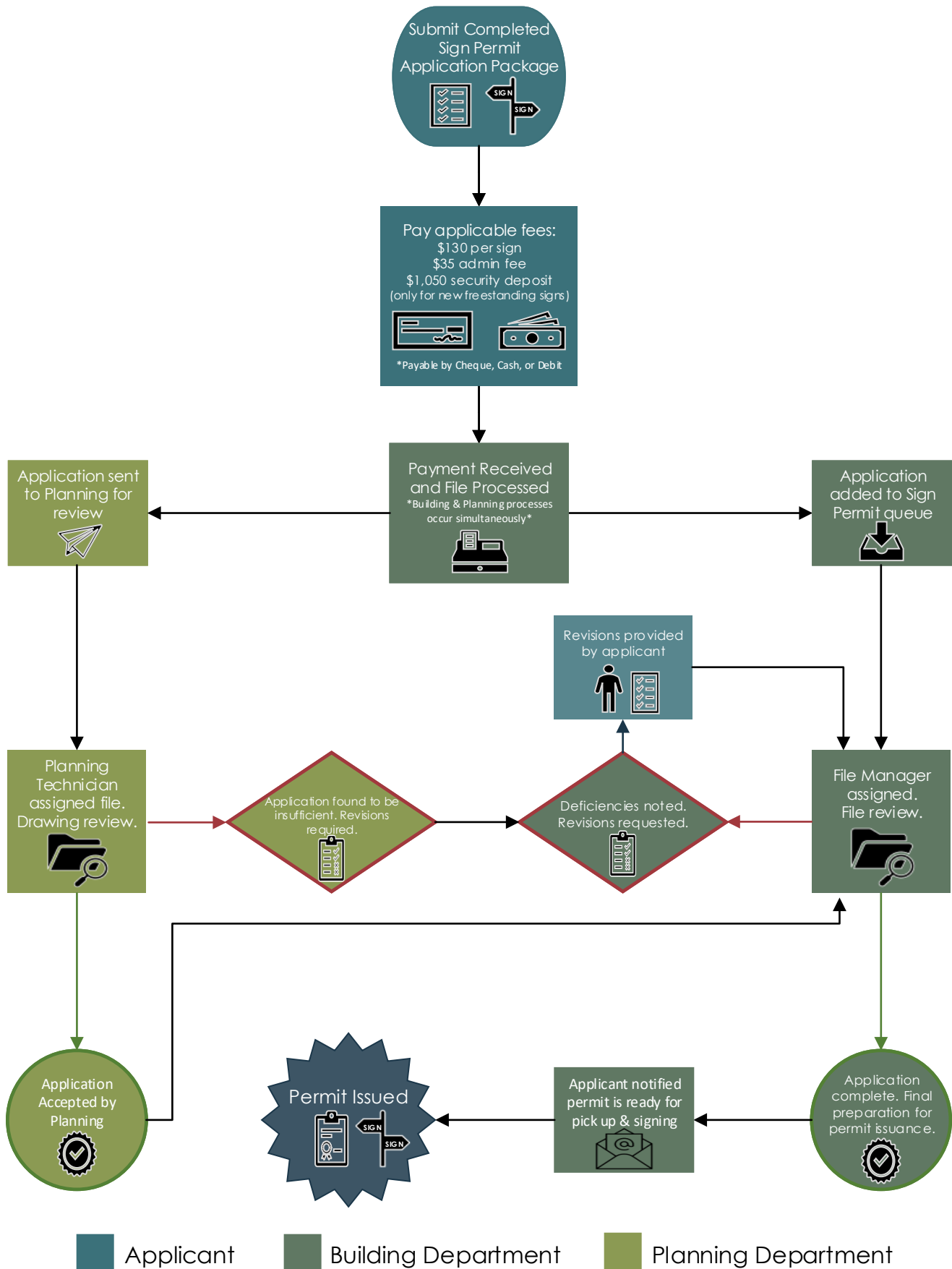


Total Aggregate Sign Areas = $a \times b + c \times d$

TYPICAL EXAMPLE: Based on the CCD1 Zone

Assume Frontage = 42 feet. The total aggregate sign area must not exceed 2.15 sq. ft. per linear ft. of frontage hence $a \times b + c \times d$ must not exceed 42 ft. \times 2.15 sq. ft. or 90 sq. ft. Copy not to exceed 455 of permitted sign area.

Sign Permit Process at the City of Mission





SIGN PERMIT APPLICATION

PERMIT #: _____

ROLL #: _____

DATE RECEIVED: _____

Site Address: _____

Legal Description: _____

Contract Price: _____ Number of Signs: _____

Tenant Business Name: _____

APPLICANT

COMPANY NAME: _____ CONTACT PERSON: _____

ADDRESS: _____
HOUSE/STREET CITY PROVINCE POSTAL CODE

PHONE: _____ E-MAIL: _____

PROPERTY

NAME: _____

OWNER

ADDRESS: _____
HOUSE/STREET CITY PROVINCE POSTAL CODE

PHONE: _____ E-MAIL: _____

SIGN

COMPANY NAME: _____ CONTACT PERSON: _____

CONTRACTOR

ADDRESS: _____
HOUSE/STREET CITY PROVINCE POSTAL CODE

PHONE: _____ E-MAIL: _____

BUILDING HEIGHT:		SIGN TYPE:	<input type="checkbox"/> Facia <input type="checkbox"/> Freestanding <input type="checkbox"/> Other
BUILDING WIDTH:		SIZE OF SIGN(S):	
PROPERTY AREA:		SIGN AREA:	
PROPERTY WIDTH:		COPY AREA:	
ILUMINATED:	<input type="checkbox"/> YES <input type="checkbox"/> NO	REVOLVING:	<input type="checkbox"/> YES <input type="checkbox"/> NO
HEIGHT TO TOP OF SIGN:		WEIGHT OF SIGN:	

NOTE: ALL applications must include three (3) copies of the following information: (see sign Bylaw for further clarification). Most sign companies will be aware of these requirements.

1. Site plans drawn to scale indicating exact location of proposed and existing signs.
2. Complete sign plans drawn to scale:
 - a. Freestanding sign and base;
 - b. Facia sign fastening details.
3. Sign elevation drawings for freestanding and facia signs (showing proposed location on building face).
4. Scale drawings of the sign copy and artwork.
5. Completed sign permit application forms (owner's undertaking, agent appointment, land title).

I HEREBY CONFIRM THAT THE INFORMATION SUPPLIED IN SUPPORT OF THIS APPLICATION IS TRUE AND CORRECT: _____

OWNER OR AGENT SIGNATURE

Applicable fees payable at application:

(Payable by cheque, cash or debit only)

\$130 per sign

\$35 admin fee

\$1,050 security deposit (only for new freestanding signs)



DEVELOPMENT SERVICES DEPARTMENT

OWNER'S UNDERTAKING

Re: **Property Address:** _____

Legal Description: _____

Permit #: _____

This line to be completed by the District of Mission

This undertaking is given by the undersigned, as the *owner* of the property described above, with the intention that it be binding on the *owner* and that the District of Mission will rely on same.

I confirm that I have applied for a *permit* pursuant to Building Bylaw 3590 –2003 and that I have carefully reviewed and fully understand all of the provisions of the Bylaw and in particular understand, acknowledge and accept the provisions describing the purpose of the Bylaw, the conditions under which permits are issued, the disclaimer of warranty or representation and the limited extent of the scope of the Bylaw and inspections there under.

Without in any way limiting the foregoing, I acknowledge fully that it is my responsibility, whether or not any work to be performed pursuant to the *permit* applied for is done by me, my *agent*, a contractor or a *registered professional* to ensure compliance with the *Building Code* and the Bylaw.

I am not in any way relying on the District of Mission or the *Building Official* of the District of Mission, to protect the *owner* or any other persons as set out in the Bylaw and I will not make any claim alleging any such responsibility or liability on the part of the District of Mission or its *Building Official*.

Owner's Information:

Name: _____

Address: _____

Telephone: _____ **Email:** _____

Contact Person: _____

Telephone: _____ **Email:** _____

Date: _____

Signature: _____



**DEVELOPMENT SERVICES
AGENT APOINTMENT FORM**

I (We) the undersigned, being the registered owner(s) of the property located at:

_____ ("the property"),

hereby appoint:

_____ of _____
Name Company Name

_____, _____ as the agent for all purposes,
Phone Email

including the granting of all undertakings, with respect to (check all that apply):

- ☐ an application for land development and any matters that are directly or indirectly related to the development application.¹
- ☐ the granting of any undertakings, in respect of an application for a building permit in accordance with the provisions of Building Bylaw 3590-2003 and any other matters that are contained directly or indirectly within the provisions of the bylaw.²
- ☐ requesting copies of previous building permit plans/documentation.²
- ☐ the demolition of a building(s) on the property.²

Name of Registered Owner (please print)

Signature

Name of Registered Owner (please print)

Signature

Name of Registered Owner (please print)

Signature

Name of Registered Owner (please print)

Signature

Date

¹ can be changed by the owner submitting a completed Change of Owner/Agent Authorization Form to the Planning Division with applicable fee

² can be changed by the owner by sending updated information to iservices@mission.ca (fees may apply)