

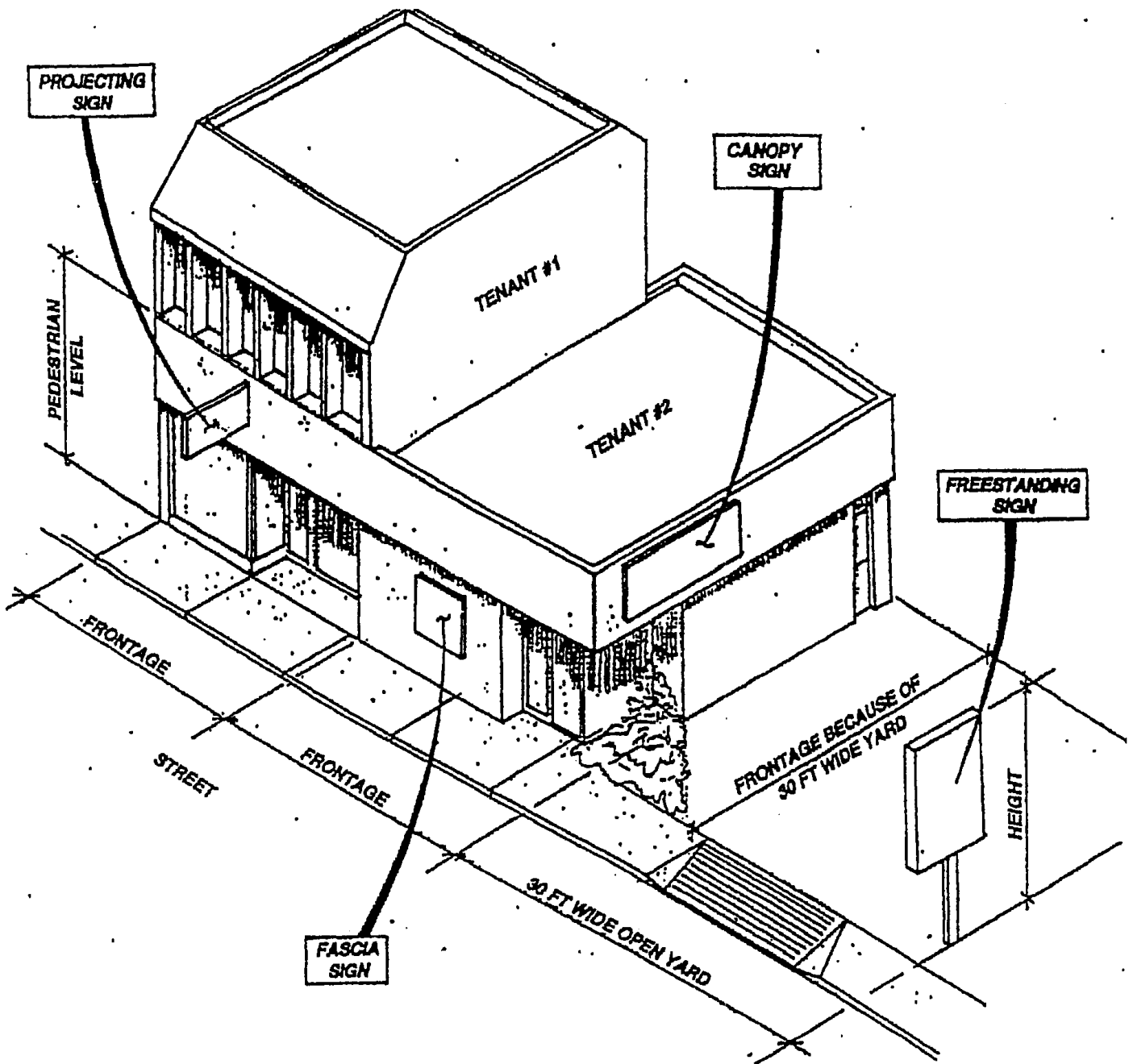
APPLICATION FOR A SIGN PERMIT

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

- 1) civic address and legal description of the property/premises upon or to which the sign is to be erected or attached.
- 2) the sign manufacturer's name, address and phone number.
- 3) the name and address of the owner of the property/premises where the sign is proposed to be located.
- 4) the dimensions of the sign face(s), drawn to scale, showing the proposed copy, and the height and base of the supporting structure.
- 5) the maximum height and clearance of the sign.
- 6) the dimensions of the building face on which the sign is proposed to be displayed.
- 7) 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.
- 8) the size and location of any existing signs on the property/premise.
- 9) the cost of the sign.
- 10) structural and footing details and material specifications for the proposed sign.
- 11) Title search dated within 30 days of your application date.
- 12) If the owner is a corporate entity, then a corporate summary dated within 30 days of your application date is required.

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.



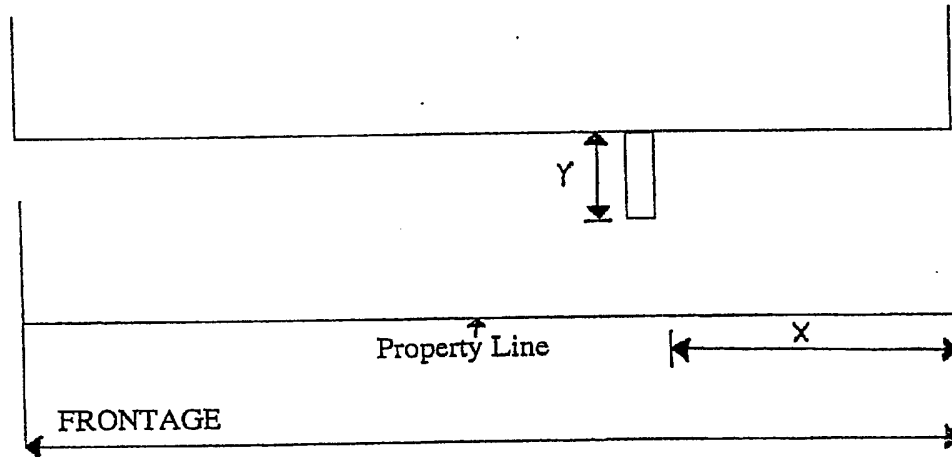
FRONTAGE is defined as meaning

- 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

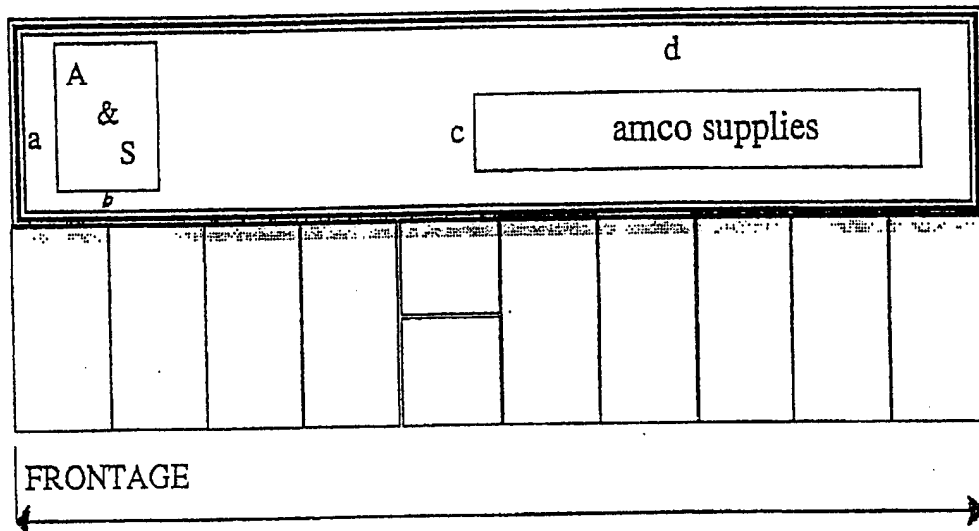


X = No. of feet to nearest property line of adjoining tenant.
 Y = Maximum permitted projection which is equal to X x 3 inches.

TYPICAL EXAMPLE: Based on the CCD1 Zone

Assume X = 20 feet and the frontage = 60 feet
 -maximum permitted projection = 20ft. x 3" or 5ft.
 -maximum permitted sign area = frontage (60ft.) x ½ 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. x 2.15 sq. ft. or 90 sq. ft. Copy not to exceed 455 of permitted sign area.



SIGN PERMIT

SIGN PERMIT APPLICATION

DATE: _____ PERMIT #: _____

TO BE COMPLETED BY APPLICANT

NAME AND ADDRESS OF:

OWNER: _____

TENANT: _____

SIGN CONTRACTOR: _____

MAIL PERMIT TO:
OWNER: _____ CONTRACTOR: _____
SIGN TYPE: _____

SIGN LOCATION: _____
BUILDING HEIGHT: _____
BUILDING WIDTH: _____
PROPERTY AREA: _____
PROPERTY WIDTH: _____

FACIA: _____ FREESTANDING: _____
OTHER: _____
SIZE OF SIGN(S): _____
AREA TOTAL: _____
AREA COPY: _____

ILLUMINATED: YES _____ NO _____
REVOLVING: YES _____ NO _____

HEIGHT TO TOP OF SIGN: _____
HEIGHT TO BOTTOM OF SIGN: _____

WEIGHT OF SIGN: _____

SIGN COPY: _____

CONTRACT PRICE: _____

PERMIT FEE: _____

SIGNATURE OF APPLICANT: _____

PHONE NO. _____

NOTE: ALL applications must include two (2) 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.

NOTE: *Structural drawings, signed and sealed by an Engineer, may be required as part of this application.

District of Mission Building Bylaw 3590-2003

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: _____



D E V E L O P M E N T S E R V I C E S D E P A R T M E N T

AGENT APPOINTMENT

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

Property Address

_____ (the 'property') hereby irrevocably appoint

Property Address

_____ of _____

Name

Company

_____, _____ as the agent

Telephone

Email

for all purposes, including the granting of all undertakings, in respect of:

- an application for land development and any matters that are directly or indirectly related to the development application;
- 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"; and/or
- the demolition of a building(s) on the property.

Signature (registered owner)

Name (please print)

Signature (registered owner)

Name (please print)

Signature (registered owner)

Name (please print)

Dated _____