



MOUNTAINS OF OPPORTUNITY

CRANBROOK

Application for Sign Permit

Please Print Clearly. Incomplete applications will not be accepted or processed. Note: This application is not a permit and does not authorize the commencement of work.

REGISTERED PROPERTY OWNERS

Property Owner Name (or Company Representative with Signing Authority):

Company:

Business Licence Number:

Address:

City

Postal Code:

Phone:

Cell:

Email:

CONTRACTOR / APPLICANT (If the Applicant is NOT the owner, complete "Owner's Authorization" Form)

Name (or Company Representative with Signing Authority):

Company:

Business Licence Number:

Address:

City

Postal Code:

Phone:

Cell:

Email:

APPLICATION is hereby made for a sign located at:

Civic Address:

Roll Number:

Legal Description:

Parcel Identifier Number (PID):

SIGN PARTICULARS

Sign Type:

Facia Freestanding Canopy Sandwich Board Other:

Work Proposed:

Proposed Wording:

New Addition Alteration

Size:

Height Above Grade To Top:

Height Above Grade To Bottom:

Manufacturer:

Construction Value:

Electricity Required:

Yes No

Electrical Permit Number:

Fastening Particulars:

Waiver, Release & Indemnification: The permit is issued on the condition that the Owner releases, indemnifies and saves harmless the City, its Council members, employees and agents from and against all claims, liabilities, judgments, costs and expenses of every kind including negligence which the Owner, future Owner, Occupiers or any other person, partnership or corporation or Owner's heirs, successors, administrators or assigns incurs in consequence of or incidental to the issuance of the permits, the review of plans and supporting documents, inspections made by the Building Official or enforcement or failure to enforce a code or bylaw and the City owes no duty of care in respect of these matters to the Owner, whether or not an office or employee of the City, including an architect or engineer has knowledge of the professional or any design review.

Owner Signatures or Company Representative with Signing Authority (or Alternative Form of Authorization)

Owner Signatures (Continued)

Date

Office Use Only	Received By:		Date Received	Sign Permit Fee:
	Required Documents	Required Plans		Sign Permit Number:

CHECKLIST OF INFORMATION REQUIRED FOR SUBMISSION

- Consult with Staff to determine non-applicable (N/A) items.
- Additional information may be requested during application review, incomplete applications will not be accepted.

N/A	Required	Included	DOCUMENTS
	✓		Two sets of sign plans drawn to scale and showing all dimensions and measurements
			Valid Business License <i>(City of Cranbrook Sign Bylaw No. 3773, 2013 Section 5.2)</i>
			Owners Authorization Form <i>(City of Cranbrook Sign Bylaw No. 3773, 2013 Section 10.1)</i>
			If the owner of the land or property is registered as a numbered company, the names of the principals of the numbered company shall be supplied.
			P. Eng. stamped plans and / or schedules for structural and or foundation design <i>(City of Cranbrook Sign Bylaw No. 3773, 2013 Section 12.1)</i>
			Approval from Ministry of Transportation and Infrastructure when sign projects into right of way or within minimum setback allowance of 4.5 m from the right of way <i>(City of Cranbrook Sign Bylaw No. 3773, 2013 Section 16.2)</i>
			Proof of Extended Liability Insurance in the amount of \$2,000,000. showing the City as a third party coinsured in the case where an portion of a Sign projects over public property. <i>(City of Cranbrook Sign Bylaw No. 3773, 2013 Section 35.1.5 & Section 37.1.6(b) Sandwich Board Signs)</i>
	Fascia Signs		Size of Frontage of Building: _____ OR provide photo of placement of sign

Personal information contained on this form is collected under the *Local Government Act* and in accordance with the *Freedom of Information and Protection of Privacy Act* and will be used only for the purpose of processing the application. For questions or additional information pertaining to your personal information, contact City Hall at 250.426.4211.

Schedule A Permit Fees – City of Cranbrook Sign Bylaw 3773, 2013

The amount of Sign permit fees shall be in accordance with the following scale:

- For Portable Signs, Sandwich Board Signs or replacement of a Sign within an existing Sign Face \$35.00
- For all other Signs for which a permit is required:
 - Where the value is \$1,000 or less \$50.00
 - For each additional \$1,000 or part thereof \$7.50
- Where any Sign has been erected without the required permit having been previously issued, the fee for obtaining such permit shall be double the amount of the regular permit fee.