



City of Coquitlam Sign Permit Application

Office Use Only File Number: _____ Fees: \$ _____ Receipt #: _____ Received by: _____ Associated files: _____	Sign Type <input type="checkbox"/> Freestanding sign <input type="checkbox"/> Fascia sign <input type="checkbox"/> Awning/Canopy <input type="checkbox"/> Time-limited sign <input type="checkbox"/> Altering a sign <input type="checkbox"/> Sandwich Board <input type="checkbox"/> Window <input type="checkbox"/> Other
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Planning and Development Department
 3000 Guildford Way, Coquitlam BC V3B 7N2
 Tel: 604-927-3430
 E-mail: Signpermits@coquitlam.ca
www.coquitlam.ca/Signpermit

Sign Permit Fees are calculated per sign. Refer to the [Sign Permit Fees Schedule](#) for details.

Fees are not refundable except as outlined in the Fees and Charges Bylaw and do not guarantee approval of application in any way.

Instructions: If more information is required than a field allows for, please attach additional pages.

Project Address: _____

Applicant

Date: _____
 Applicant Name: _____
 Applicant Status (Contractor, Tenant, Owner, Other): _____
 Address: _____ City: _____ Postal Code: _____
 Phone: _____ Fax: _____ Email: _____

Owner(s) of Property or Authorized Comprehensive Sign Plan Coordinator

Owner	Address and Postal Code	Phone	Email

Tenant/Occupant Building

Name of Business: _____ Business Licence Number: _____
 Address: _____ City: _____ Postal Code: _____
 Phone: _____ Fax: _____ Email: _____

Sign Contractor or Sign Installer

Name: _____ Business Licence Number: _____
 Address: _____ City: _____ Postal Code: _____
 Phone: _____ Fax: _____ Email: _____

Description of Sign

Describe the proposed sign(s) (add description on supplemental sheets as necessary):

Number of Signs: _____

Sign (Type)	Size in METRIC units	Installed Value of Sign
		\$
		\$
		\$
		\$
		\$

Applicant Acknowledgement

The personal information collected on this form is collected in accordance with the *Freedom of Information and Protection of Privacy Act*. The City has authority to collect your information for the purposes of administering the Sign Permits System in accordance with Division 10 of the *Community Charter*. Applicants are advised that all processes are public and any materials submitted become part of the public record. All information submitted may be used for reports to Council, available to the public upon request and distributed on the City's website. Should you have any questions or concerns about the collection and/or release of your personal information please call the Supervisor of Planning Services at 604.927.3430.

By signing this application form, the applicant/owner attests that the information provided on this and supplemental application forms for land use permits from the City of Coquitlam is true and correct to the best of their knowledge. Any material falsehood or any omission of a material fact made by the applicant/owner with respect to this application may result in an issued permit becoming null and void.

I, the applicant/owner hereby apply to the City of Coquitlam for issuance of a Sign Permit under the provision of the City of Coquitlam Sign Bylaw. By signature hereon I/we declare that all information provided in the support of this application is true and correct. I/We fully understand that the acceptance of a permit fee and/or the issuance of a sign permit by the City of Coquitlam is done solely to satisfy the requirements of Sign Bylaw and does not convey or imply assurance by the City of Coquitlam or its employees that I/we are in conformity with any or all other city bylaws and regulations. I/We further understand this is only an application and does not constitute the approval of any signs, and verbal approval is never given. I, the applicant/owner, certify that this application is being made with the full knowledge and consent of all owners of the property in question.

I certify that the attached submission is complete and accurate, and includes all of the below items.

Applicant Or Authorized Representative Name (Print)

Signature

Date

Owner Authorization

I hereby designate _____ to act as my agent in matters related to this application.

Owners Name (Printed): _____ Owners Signature: _____

Note: A letter of applicant authorization with the signatures of all owners will also be accepted.

Authorization of Strata Council (if applicable)

I hereby permit _____ to install the sign(s) that relate to this application.

Strata President's Name (Printed): _____

Strata President's Signature: _____

This checklist must be followed and submitted with your application form. If the application is incomplete it will affect the processing time of the pending application. City staff will review the checklist and application package. Only complete applications that are in compliance with the bylaw will be processed. Refer to Sign Bylaw 3873, 2008 for complete sign requirements. New canopy or awning signs also require a Building Permit.

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SIGN PERMIT APPLICATION - SUBMISSION REQUIREMENT CHECKLIST											
APPLICATION SUBMISSION INFORMATION	Sign Permit Application Type										
Review the checklist to determine what your submission requirements are. ✓ = Required TBD = To be Determined by Staff Blank = Not Required For explanations and details on the items below, read our Sign Permit Submission details list.	Sign Alterations	Fascia Sign	Awning Signs	Projecting Signs	Canopy Signs	Freestanding Signs	Window Signs	Time-Limited Signs	Sandwich Boards	Hoarding Signs	Portable Signs
DOCUMENTS											
Application Form	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Application Fee	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Tenant / Occupant Business Licence Number	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Sign Contractor / Installer Business Licence Number	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
DRAWINGS AND CONTEXT (Metric units)											
Site Plan	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Sign Information (Drawings)	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Building Elevations		✓	✓	✓	✓						
Photographs of Existing Building(s) and / or sign(s)	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Illuminated Sign Information		✓	✓	✓	✓	✓					
Changeable Copy (Electronic) sign Information	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD
Engineering Drawings	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD
Building Permit			✓		✓						