

GUIDE FOR SIGNAGE

This guide has been prepared to provide information only and is neither a bylaw nor legal document. Should there be any discrepancy between this guide and the relevant City Bylaws and/or applicable Codes, the text of the Bylaws and Codes shall be the legal authority.

Signs Prohibited in All Zones:

Balcony signs, Signs emitting sound, odor or matter, Vehicle signs, Billboard signs, Portable signs, Roof signs, Flashing signs, and Electronic Messaging Boards

Fees:

The Sign Permit fees are based on the value of construction of the signage. A non-refundable processing fee will be collected at the time of application. A damage deposit is required prior to issuance of the Sign Permit.

SIGN PERMIT APPLICATION SUBMISSION

Applications must include the following:

- Sign permit application form
- Owner's Acknowledgement (Form 1)
- Agent Authorization form
- Schedule B for structural (if applicable – see below).
- Professional Proof of Insurance (Form 2) (if applicable – see below)
- Damage Deposit form
- Two sets of color drawings. **Note: graph / lined paper is not acceptable.**
 - Site plan locating all existing and proposed signage
 - Elevation drawing/photograph showing dimension of the unit wall face and placement of signage
 - Copy drawing (colour copies)
 - Cross section
 - Photograph of the building face showing “existing” signage (if applicable)

A structural engineer may be required to ensure the signs are properly supported or attached to the building. The following signs will require engineered drawings complete with Schedule B and Professional Proof of Insurance:

- Fascia signs that are (1'-0") or more in depth.
- Freestanding & pylon signs more than 5'-0" in height.
- Awnings, canopies, and projecting signs.
- Signs where the complexity and extent require Registered Professional involvement.

Sign Permit Checklist

Applicants must include the following:

<u>DOCUMENTATION</u>	Req'd	Rec'd	NA
• Application Form	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Owner's Acknowledgement (Form 1)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Agent Authorization Form	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Schedule B & sealed drawings from Structural Registered Professional (if applicable).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Professional Proof of Insurance (Form 2) (from Registered Professional – if applicable)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>SITE PLAN</u>	Req'd	Rec'd	NA
• Location of signage on site	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Right of ways, easements, covenants	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>ELEVATION DRAWING(S)</u>	Req'd	Rec'd	NA
• Photograph or drawing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Dimension of unit wall face or freestanding sign	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Placement of signage	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Clearance (2.5 m / 8.20' Minimum)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Height of freestanding sign	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>CROSS SECTION</u>	Req'd	Rec'd	NA
• Depth of signage	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Fastening method	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>SIGNAGE</u>	Req'd	Rec'd	NA
• Colour drawing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Dimensions shown	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

SIGN APPLICATION

BUILDING DIVISION inspections@langleycity.ca 604-514-2804

TYPE OF WORK PROPOSED

New Sign(s) Copy Change on Existing Sign(s) New Sign(s) & Copy Change on Existing Sign(s)

LOCATION & PROPERTY INFORMATION

Construction Address: _____ Unit #: _____

PEOPLE INFORMATION

INSPECTION CONTACT EMAIL: _____

Applicant Company Name: _____ Contact Person: _____

Phone: _____ Cell: _____ email: _____

Address: _____ City: _____ Province: _____ Postal: _____

Owner Name: _____ Contact Person Name: _____

Phone: _____ Cell: _____ email: _____

Address: _____ City: _____ Province: _____ Postal: _____

Sign Contractor Company Name: _____

Business Licence #: _____ Contact Person: _____

Phone: _____ Cell: _____, email: _____

Address: _____ City: _____, Province: _____, Postal: _____

Tenant Business Name: _____ Contact Person: _____ Phone: _____

I hereby make an application for a Sign Permit in accordance with the information stated above and declare that the information provided is complete. In consideration of the granting of the permission applied for, I/we hereby agree to indemnify and keep harmless the City of Langley against all claims, liabilities, judgments, costs and expenses of whatsoever kind, which may in any way accrue against the said City in consequence of, and incidental to, the granting of this permit, and I/we agree to pay the cost of repairing any damage to the sidewalk and/or curb by reason of the building operations in respect of which this permit is applied for, and I/we further agree to conform to all requirements of the building by-law and all other statutes and bylaws in force in the City of Langley, and I/we further acknowledge that the City accepts no responsibility for the accuracy of the information contained herein. I understand that payment of fees or acceptance of application does not guarantee that a building will be issued.

Name of Applicant	Signature	Date
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PLEASE ENSURE YOU COMPLETE THE CHECKLIST OVER



WORK DESCRIPTION

SIGN # 1: Sign Type Free Standing , Fascia , Awning/Canopy , Projecting , Sandwich Board , Under Canopy ,
 Sign Width: _____ Ft, Sign Height: _____ Ft, Sign Area: _____ Sq. Ft, Sign Depth: _____ in,
 Clearance under Sign _____ Ft, Building Face Width: _____ Ft, Copy Change Only (Circle one): Yes/No

SIGN # 2: Sign Type Free Standing , Fascia , Awning/Canopy , Projecting , Sandwich Board , Under Canopy ,
 Sign Width: _____ Ft, Sign Height: _____ Ft, Sign Area: _____ Sq. Ft, Sign Depth: _____ in,
 Clearance under Sign _____ Ft, Building Face Width: _____ Ft, Copy Change Only (Circle one): Yes/No

SIGN # 3: Sign Type Free Standing , Fascia , Awning/Canopy , Projecting , Sandwich Board , Under Canopy ,
 Sign Width: _____ Ft, Sign Height: _____ Ft, Sign Area: _____ Sq. Ft, Sign Depth: _____ in,
 Clearance under Sign _____ Ft, Building Face Width: _____ Ft, Copy Change Only (Circle one): Yes/No

SIGN # 4: Sign Type Free Standing , Fascia , Awning/Canopy , Projecting , Sandwich Board , Under Canopy ,
 Sign Width: _____ Ft, Sign Height: _____ Ft, Sign Area: _____ Sq. Ft, Sign Depth: _____ in,
 Clearance under Sign _____ Ft, Building Face Width: _____ Ft, Copy Change Only (Circle one): Yes/No

For Sandwich Board Signs Only: License Agreement including Liability Insurance Enclosed: (Circle one): Yes/No
 Construction Value for All Signs: \$ _____

SIGN PERMIT CHECKLIST

THE FOLLOWING ITEMS MAY BE REQUIRED:

SITE PLAN	YES	NO	N/A
• LOCATION OF SIGNAGE	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• RIGHT OF WAY(S). EASEMENT(S), COVENANT(S)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ELEVATION DRAWING(S)	YES	NO	N/A
• PHOTOGRAPH OR DRAWING	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• DIMENSION OF UNIT	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• PLACEMENT OF SIGNAGE	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CROSS SECTION	YES	NO	N/A
• DEPTH OF SIGNAGE	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• FASTENING METHOD	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
COPY DRAWING	YES	NO	N/A
• COLOR DRAWING	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• DIMENSIONS SHOWN	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
DOCUMENTATION	YES	NO	N/A
• APPLICATION FORM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• OWNER'S ACKNOWLEDGEMENT (FORM 1)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• AGENT AUTHORIZATION FORM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• SCHEDULE B FROM STRUCTURAL PROFESSIONAL (IF APPLICABLE)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• PROFESSIONAL PROOF OF INSURANCE (FORM 2) (IF APPLICABLE)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

SANDWICH BOARD REGULATIONS

Sign Area

The *area* of a *sandwich board sign* shall not exceed 0.75 m² [8.07 ft²] per *sign* face.

Height

The height of a *sandwich board sign* shall not exceed 1.3 m [4.26 ft].

Number

Not more than one *sandwich board sign* shall be permitted for each *business*.

Appearance

A *sandwich board sign* shall be designed and constructed in accordance with the Sandwich Board Design Guidelines as set out in Schedule “A” attached to and forming part of this Bylaw.

Location

A *sandwich board sign* (including the base) shall be located in front of the business to which the *sign* pertains, at least 0.45 m [1.47 ft.] from the curb and be situated so as to allow a minimum 2.0 m [6.56 ft.] wide unobstructed pedestrian corridor between the *sandwich board sign* and adjacent street appurtenance, landscaping feature, building or any other structure.

License Agreement

A permit to place a portable sign on a highway right-of-way (sidewalk) is required to have a License Agreement with the City. This must be accompanied by \$2 million Public Liability Insurance Policy with The City of Langley as an additional named insured.

OWNER'S ACKNOWLEDGEMENT

BUILDING DIVISION inspections@langleycity.ca 604-514-2804

Civic Address of the Project: _____

Legal Description: _____

Project Name and Description: _____

I acknowledge that the owner of the land in respect of which this permit application is made is solely responsible for carrying out the work in accordance with the Building Code and other applicable laws respecting safety.

I acknowledge that the owner of the land is solely responsible for determining whether the work contravenes any covenant, easement, right of way, building scheme or other restriction affecting the building site, and whether the work requires the involvement of an architect under the Architect's Act or an engineer or geoscientist under the Engineers and Geoscientists Act.

I acknowledge that the City of Langley provides a limited monitoring service in relation to the building construction and does not, by accepting or reviewing plans, inspecting construction, monitoring the inspection of construction by others or issuing building or occupancy permits, make any representation or give any Assurance that the construction authorized by the permit for which application is made complies in every or any respect with the Building Code or any other applicable laws respecting safety.

If the City of Langley so indicates on any permit issued pursuant to this application, I acknowledge that the City has issued the permit in reliance on the certification of a registered professional, engaged by me to provide such a certification, that the plans for the work authorized by the permit comply with the Building Code and other applicable enactments, and that the fee for the permit has been accordingly reduced. I acknowledge that the City of Langley, by issuing this permit or any occupancy permit, makes no representations to me or any other person as to any such compliance.

ALL REGISTERED OWNERS MUST PRINT AND SIGN NAME(S):

Name of Registered Owner(s)

Print

Signature

Date

Print

Signature

Date

- if more than two (2) owners, please submit a separate letter
- If the registered owner of the property is a company or not-for-profit corporation, then an authorized signatory as identified by the solicitor must submit a separate letter **OR** all persons on the Company Title Certificate / Society Summary must sign the Letter of Authorization. A copy of the Company Title Certificate / Society Summary must also be provided.
- All signatures must be original. Photocopies, scans, or digital copies are not accepted.

Any personal information collected on this form will be managed in accordance with the Freedom of Information and Protection of Privacy Act. Direct enquiries, questions, or concerns regarding the collection, use, disclosure, or safeguarding of personal information associated with this form to: Head of Freedom of Information, City of Langley, 20399 Douglas Crescent, Langley, BC V3A 4B3, info@langleycity.ca or 604.514-4591

Building and Plumbing By-law
Bylaw No. 2498

AGENT AUTHORIZATION

BUILDING DIVISION inspections@langleycity.ca 604-514-2804

I/We, _____ (List of ALL Owners)

Contact Phone No: _____ Contact Email: _____

Own the land described below and confirm the appointment of:

Agent's Name: _____

Address: _____

Phone No: _____ Email: _____

**As agent with respect to the _____ (permit application type)
regarding the property described as:**

Civic Address: _____ PID: _____ Folio: _____

Legal Description: Lot: _____, Dist. Lot: _____, Plan: _____

It is understood that:

1. the City of Langley shall deal exclusively with the above noted agent with respect to all matters pertaining to the application mentioned above and is under no obligation to communicate with the owner(s) or any other person;
2. the above-noted agent has authority to make all necessary arrangements with the City of Langley to perform all matters and to take all necessary proceedings with respect to the application mentioned above; and
3. A written letter is required from the Owner to cancel this appointment.

Further, I/We hereby agree that all information, including personal information, contained on this document and on the application mentioned above may be made available to the public.

ALL REGISTERED OWNERS MUST PRINT AND SIGN NAME(S):

Name of Registered Owner(s)

Print

Signature

Date

Print

Signature

Date

- if more than two (2) owners, please submit a separate letter
- If the registered owner of the property is a company or not-for-profit corporation, then an authorized signatory as identified by the solicitor must submit a separate letter **OR** all persons on the Company Title Certificate / Society Summary must sign the Letter of Authorization. A copy of the Company Title Certificate / Society Summary must also be provided.
- All signatures must be original. Photocopies, scans, or digital copies are not accepted.

FOR STRATA TITLE PROPERTIES PLEASE COMPLETE Page 2 AS WELL

STRATA TITLE PROPERTIES
Strata Corporation Authorization

Consent of a Strata Corporation is required for work that will involve or affect Common Property and Limited Common Property. In accordance with the Strata Property Act:

“Common Property” means

- (a) that part of the land and buildings shown on a strata plan that is not part of a strata lot, and
- (b) pipes, wires, cables, chutes, ducts and other facilities for the passage or provision of water, sewage, drainage, gas, oil, electricity, telephone, radio, television, garbage, heating and cooling systems, or other similar services, if they are located

- (i) within a floor, wall or ceiling that forms a boundary

- (A) between a strata lot and another strata lot,
- (B) between a strata lot and the common property, or
- (C) between a strata lot or common property and another parcel of land, or

- (ii) wholly or partially within a strata lot, if they are capable of being and intended to be used in connection with the enjoyment of another strata lot or the common property.

“Limited Common Property” means common property designated for the exclusive use of the owners of one or more strata lots.

I am a member of the Strata Council for the Strata Corporation of the above-noted property and hereby confirm on behalf of the Strata Council that the Strata Corporation consents to:

- Release of archived copies of building plans related to the Property.
- Work that will alter Limited Common Property adjacent to Unit Number _____
- Work in Unit Number _____ that will affect Common Property, Limited Common Property or both owned by the Strata Corporation

The work permitted is as follows (provide description of building, plumbing, electrical work):

Strata Council Member

Name: _____ Address: _____

Phone: _____ Email: _____

Date: _____ Signature: _____

Personal Information collected on this form as per the Freedom of Information and Protection of Privacy Act, Sec 26 (c), is for the sole purpose of processing the access to records request and will be managed in accordance with the Act. Questions regarding the collection and use of your Personal Information may be directed to the Corporate Officer at kkenney@langleycity.ca

**REGISTERED PROFESSIONAL'S
PROOF OF INSURANCE
(FORM 2)**

BUILDING DIVISION inspections@langleycity.ca 604-514-2804

City of Langley
20399 Douglas Crescent
Langley, BC V3A 4B3

Attention: Chief Building Inspector:

RE : (address of project)

The undersigned hereby gives Assurance that:

- I have fulfilled my obligation to obtain a policy of professional liability insurance as outlined in section 15.3 of the Building and Plumbing Bylaw, 2003, No. 2498;
- I have enclosed a copy of my certificate of insurance indicating the particular of such coverage;
- I am a registered professional as defined in the current edition of the British Columbia Building Code;
- I will notify the Building Official immediately if this insurance coverage is reduced or terminated at any time during construction.

Name of Registered Professional (please print)

[affix seal]

Signature of Registered Professional

Date

Email address: _____

Name of Firm

Permit to Practice # _____