

# SIGN APPLICATION

BUILDING DIVISION [inspections@langleycity.ca](mailto: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.

<b>Name of Applicant</b>	<b>Signature</b>	<b>Date</b>
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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:**

<b>SITE PLAN</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
• 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"/>
<b>ELEVATION DRAWING(S)</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
• 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"/>
<b>CROSS SECTION</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
• DEPTH OF SIGNAGE	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• FASTENING METHOD	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>COPY DRAWING</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
• COLOR DRAWING	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• DIMENSIONS SHOWN	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>DOCUMENTATION</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
• 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"/>