



Planning and Development Department  
Permits and Inspections Division  
1 Centennial Square  
Victoria, BC V8W 1P6

T 250.361.0344  
E [signpermits@victoria.ca](mailto:signpermits@victoria.ca)  
[victoria.ca](http://victoria.ca)

# Sign Permit Application

I hereby apply under the provisions of the Victoria City Bylaws to construct or modify the following sign, building or structure:

**Address of Proposed Sign:** \_\_\_\_\_

**Business Name:** \_\_\_\_\_ **Business Type:** \_\_\_\_\_ **Total Job Value: \$** \_\_\_\_\_

**Sign Zone** (see sign zone and development area map) **Permit Fees:** No. of Signs \_\_\_\_\_ x \$100/ sign = \$ \_\_\_\_\_

- Arterial       Chinatown       Blanshard St       General Residential       Neighbourhood commercial  
 Old Town       Downtown Buffer       Dockside       Bayside

**Sign Type**

- Fascia       Projecting\*       On Canopy       Notice Board       Temporary       Roof Top\*       Cannabis Retail Sign  
 Free Standing\*       On Awning       Suspended       Combination       Readograph       Face Change

**\* MAY REQUIRE ENGINEER’S DRAWINGS AND LETTERS OF ASSURANCE FOR ANCHORING SYSTEM AND/OR FOOTINGS.**

NEW CANOPIES AND AWNINGS REQUIRE A SEPARATE APPROVED BUILDING PERMIT BEFORE APPLICATION WILL BE ACCEPTED. FOR A FACE CHANGE ONLY, PROOF OF EXISTING APPROVED SIGNAGE MAY BE REQUIRED. PLEASE IDENTIFY WHICH SIGNS ARE FACE CHANGE ONLY IN THE SIGN TYPE AREA BELOW.

**Proposed Sign Area** (all measurements must be metric – refer to the Sign Bylaw for information on allowable dimensions, ratios and calculations) **Note:** In order to calculate maximum allowable sign area: Frontage (m) ÷ 0.30 m x ratio allowance = maximum area allowed

**Sign 1** (business/building frontage required – except for “Free Standing” which requires lot frontage)

Frontage (m)	Allowable Ratio	Maximum Area Allowed (m²)	Height (m)		Width (m)		Area (m²)
				X		=	
Sign Type		Illuminated Y <input type="checkbox"/> N <input type="checkbox"/> (if yes)	Electrical Permit Acquired	Y <input type="checkbox"/> N <input type="checkbox"/>			Size Under Allowable <input type="checkbox"/>

**Sign 2**

Frontage (m)	Allowable Ratio	Maximum Area Allowed (m²)	Height (m)		Width (m)		Area (m²)
				X		=	
Sign Type		Illuminated Y <input type="checkbox"/> N <input type="checkbox"/> (if yes)	Electrical Permit Acquired	Y <input type="checkbox"/> N <input type="checkbox"/>			Size Under Allowable <input type="checkbox"/>

**Sign Permit Checklist:**

<input type="checkbox"/> Application completed in full <input type="checkbox"/> Read and understood the Sign Bylaw and Regulations <input type="checkbox"/> All proposed signage is within sign size allowance <input type="checkbox"/> Work will not commence until permit has been approved or a double fee will apply	<p><b>PLANS Metric 1:100</b></p> <input type="checkbox"/> Plans showing location, elevation and size of all existing and proposed signage in relation to building (including photos/illustrations detailing materials, graphics, colours and dimensions) <input type="checkbox"/> Site plan showing location and dimensions of: property lines, sidewalks, driveway crossings, all existing signage, business/building and street frontage.
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**Sign Company:** \_\_\_\_\_

**Applicant’s Name:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Address:** \_\_\_\_\_ **Email:** \_\_\_\_\_

I have read and understand the **Waiver, Release and Indemnification Agreement** on the reverse side of this Permit Application Form, and by signing this Permit Application Form, I agree to all of the terms contained in the **Waiver, Release and Indemnification Agreement**.

Date: \_\_\_\_\_ **Applicant’s Signature:** \_\_\_\_\_

OFFICE USE ONLY    DP Area     Planning     Engineering     Encroaching/Projecting

BP No. \_\_\_\_\_    Fee Paid     **SP No.** \_\_\_\_\_

This application is not a permit and does not authorize the commencement of this work



Please note that the owner/applicant is responsible for ensuring compliance with the BC Heritage Conservation Act, including steps to determine whether or not a site is an archaeological site. It is against the law to alter an archaeological site without first obtaining a permit to do so from the Government of British Columbia.

**WAIVER, RELEASE AND INDEMNIFICATION AGREEMENT**  
**BY SUBMITTING THIS PERMIT APPLICATION, YOU, OR THE PARTY ON WHOSE BEHALF YOU ACT,**  
**ARE GIVING UP CERTAIN LEGAL RIGHTS, INCLUDING THE RIGHT TO SUE, AND ASSUMING CERTAIN**  
**OBLIGATIONS, SUCH AS THE OBLIGATION TO INDEMNIFY THE CITY OF VICTORIA**  
**PLEASE READ THE FOLLOWING PROVISIONS CAREFULLY**

In consideration and as a condition of the City of Victoria (the "City") granting the permit applied for, each of the Owner, the Owner's Authorized Agent (for himself and on behalf of and with instructions from the Owner and any other party on behalf of whom the Authorized Agent acts) and the Applicant (if not Owner or the Owner's Authorized Agent), jointly and severally agree as follows:

- Waiver** – I/we hereby waive any and all claims whatsoever that I/we may have, or may have in the future, against the City, its directors, officers, elected officials and employees (collectively, the "Releasees") as a result of the issuance of this permit or any work undertaken pursuant to this permit or for any inspection or other action undertaken as a result of this permit, due to any cause whatsoever, including but not limited to negligence or breach of any statutory or other duty of care.
- Release** – I/we hereby remise, release and forever discharge the Releasees from any and all claims, actions, demands, obligations, liabilities, costs and expenses whatsoever, whether direct or indirect, including without limitation with respect to any damage to person or property, that I/we may suffer or incur, due to any cause whatsoever including negligence or breach of any statutory or other duty of care, as a result of the issuance of this permit or any inspection or action undertaken by the City as a result of this permit.
- Indemnity** – I/we hereby agree to indemnify and hold harmless the Releasees from and against any and all claims, actions, demands, obligations, liabilities, costs or expenses whatsoever and howsoever arising, including arising out of or with respect to any damage to any person or property incurred by myself, the party for whom I act as agent, or any other party, which may in any way arise or accrue against the Releasees as a result of or incidental to the issuance of this permit.
- No Representations, Warranties or Guarantees** –The City has not made any representations, warranties or guarantees with respect to any matter relating to this permit or any work to be undertaken pursuant to this permit, including without limitation compliance with City bylaws or any other provincial or federal act or regulation in force in the City. I/we hereby agree that I/we will be solely responsible for ensuring that all work carried out pursuant to this permit is in compliance with all applicable City bylaws and any other provincial or federal act or regulation in force in the City. I/we further agree that I/we do not rely on the City to notify me/us of any defects in this permit application or supporting documentation and that any inspection or other actions undertaken by the City are not intended to ensure and will not ensure that any work complies with the applicable City bylaws or any other provincial or federal act or regulation in force in the City.

**I agree to conform to all applicable requirements of City of Victoria bylaws and all other applicable provincial or federal statutes in force in the City of Victoria.**

**BY SUBMITTING AND SIGNING THIS PERMIT APPLICATION, I EXPRESSLY ACKNOWLEDGE AND AGREE THAT I, AS OWNER OR AS AGENT ON BEHALF OF THE OWNER, HAVE READ, FULLY UNDERSTAND AND AGREE TO BE BOUND BY THE WAIVER, RELEASE AND INDEMNITY PROVISIONS.**

INITIALS
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Furthermore, I being the owner  or duly authorized agent  for the above property, hereby consent to this application.

Owner/Agent: \_\_\_\_\_ Address: \_\_\_\_\_  
(PLEASE PRINT)

Signature: \_\_\_\_\_ Postal: \_\_\_\_\_ City: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_