



Sign Permit Application Form

Planning and Development Department

1100 Patricia Blvd. | Prince George, BC, Canada V2L 3V9
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Application Information

Civic Address of Subject Property: _____

Applicant: _____

Address: _____

Email: _____ Phone: _____

Installer: _____

Address: _____

Email: _____ Phone: _____

Owner: _____

Address: _____

Email: _____ Phone: _____

Number of Signs

Ballon Sign: _____	Fascia Sign: _____	Portable Sign: _____
Banner Sign: _____	Marquee Sign: _____	Projecting Sign: _____
Canopy Sign: _____	Freestanding Sign: _____	Roof Sign, Integral: _____

Please note that a Letter of Consent is required for every sign application.

For Portable Signs, a site plan is needed showing if the sign is to be located in a required landscaped area or a required parking area, and are only valid for 60 days from time of issue or date of indicated install.

Application Fees

<input type="checkbox"/> Processing Fee (non-refundable).....	\$100
<input type="checkbox"/> Balloon, Banner, Canopy, Facia, Marquee, Portable, or Roof, Integral Sign.....	\$50
<input type="checkbox"/> Freestanding or Projecting Sign.....	\$100
<input type="checkbox"/> Signage with Electrical Service.....	additional \$25
<input type="checkbox"/> Animated Signage.....	additional \$100
<input type="checkbox"/> Signage Without a Permit*.....	Double Permit Fee
Total.....	\$_____

* Any Sign erected, constructed, placed, with structural alteration, relocation, rebuilding or enlargement of a Sign requiring a permit without first obtaining and holding a valid Permit for that work, shall pay double the required permit fee as per Table A-11(a) of City of Prince George Comprehensive Fees & Charges Bylaw No. 7557, 2004



Declaration to the City of Prince George

I/WE HEREBY declare that I/we:

- a. have read the attached documents, information and drawings and that they are true and correct to the best of my knowledge and belief;
- b. agree to submit further documents, information and drawings to assist in the consideration of the application, as determined by the City of Prince George;
- c. agree that misrepresentation or failure to disclose, or failure to submit the appropriate application fee, may be deemed sufficient cause for the rejection by the City of Prince George of the application; and
- d. agree that later discovery of an omission or misrepresentation made in the attached statements, documents, information and drawings may be grounds for a determination of ineligibility or revocation of any future license, permit or approval that may be granted.

AND I/WE HEREBY acknowledge that if the City of Prince George grants a license, permit or approval, it will be granted only to the person(s) named in the application, or to the private corporation having the directors and/or officers named in the application, or to the public corporation or society having the directors and/or officers named in the application.

AND I/WE HEREBY acknowledge that this application and all documents, information and drawings submitted with the application become part of the City of Prince George's records and are subject to the Freedom of Information and Protection of Privacy Act, and may become a public record and be published online as part of City Council's public meeting Agenda. Any personal information on this form is collected under the authority of the Community Charter, Local Government Act and the City of Prince George's bylaws for the purpose of processing this application and for administration and enforcement.

Applicant's Signature

Date

Application Checklist

- Application Form
- Application fee
- Signed Appointment of Agent Form (*if applicable*)
- Corporate Registry (*for all named/numbered companies*)
- One (1) set of plans and specifications drawn in accordance with standard architectural practice.
Signs attached to buildings require dimensions and location of proposed signage, dimensions and locations of existing signage, total square footage of principle building and dimensions of wall where sign placement is proposed. All other signage requires a site plan clearly indicating proposed location.