



Village of Ashcroft
Phone: 250-453-9161 Fax: 250-453-9664
Email: admin@ashcroftbc.ca

SIGN PERMIT APPLICATION

Municipal Contact: Applicant No.: Date Received:

Applicant: Phone: Email: Address:

Registered Landowner: (if not applicant) Phone: Email: Address:

Contractor/Sign Installer: Phone: Email: Address:

Business Name: (to which the sign refers) Phone: Email: Business License Number:

SUBJECT PROPERTY

Land Description: Address: (Site)

Sign Type: Fascia Canopy Under-canopy Billboard Illuminated Blade Pylon Roof Monument Other:

Installation Type: Permanent Temporary Other:

Type of Construction: New Alteration Relocation Other:

PROPOSED SIGN DIMENSIONS

Horizontal: Vertical: Depth: Clearance above grade: Total Height: Weight: Method of Support: Area of Sign: (one side only)



Note: I/We understand and agree that neither the granting of a permit, nor approval of plans and specifications, or inspections made during the erection of the sign shall in any way relieve me/us from full responsibilities from carrying out the work in accordance with all the by-laws of the Village of Ashcroft. And I/we further affirm and agree to be fully responsible for the acts and omissions of my/our subcontractors relative to the work subject to his permit and that the Village of Ashcroft shall be protected and saved harmless from any damages arising out of my/our work.

**REQUIRED SUBMISSIONS**

The following information is required to initiate an Application:

- Application fee: \$50
- Site inspection fee: \$100 (if required)
- Certificate of Title and BC Company Summary
- Covenants/rights-of-way registered on title (Pylon signs only)
- Sign elevation(s) (including color proof with dimensions)
- Electrical permit (if applicable)
- Site plan (showing proposed sign location)
- Size, type, and location of all other signs on the subject property
- Owner Authorization
- Description of Materials
- Structural and Footing Details
- Sign professional review indicating compliance with the BC Building Code (if applicable)

**(The application fee will be DOUBLED should sign(s) be installed either prior to or without an approved Sign Permit.)**

I/We \_\_\_\_\_ of \_\_\_\_\_ hereby make application for a Sign Permit.  
(Print applicant's name) (Business)

I also certify that the information contained herein is correct to the best of my knowledge and belief. I understand **that this application, including any plans submitted, is public information.** I authorize reproduction of any plans/reports for purpose of application processing and reporting. I understand that personal information collected on this form is collected for the purpose of processing this application and for administrative purposes. Personal information is collected under the authority of the *Local Government Act*.

\_\_\_\_\_ (Date) \_\_\_\_\_ (Applicant's Signature)

This application is made with my full knowledge and consent.

\_\_\_\_\_ (Date) \_\_\_\_\_ (Registered Owner's Signature)

**FOR OFFICE USE ONLY**

This sign permit application for \_\_\_\_\_ has been approved on this day,  
(Business)

\_\_\_\_\_ Approved By: \_\_\_\_\_  
(Date) (Signature for the Village of Ashcroft)

Print Name: \_\_\_\_\_