



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)

(Date)

Approved By: _____
(Signature for the Village of Ashcroft)

Print Name: _____