



Sign Permit Application

Planning Division

604.469.4540 • www.portmoody.ca

Sign Bylaw, 1998 No. 2403

Address of site:
Name of business/tenant:
Property Owner*:

***If the applicant is not the owner, you must attach owner authorization**

Applicant name:	<input type="checkbox"/> agent	<input type="checkbox"/> owner	<input type="checkbox"/> tenant
Address:	Postal Code:		
Work #:	Cell #:	Email:	

Sign Contractor:	Business License #:		
Address:	Postal Code:		
Work #:	Cell #:	Email:	

Required Attachments

<input type="checkbox"/> Owner authorization
<input type="checkbox"/> Copy of notation(s) on land title (eg: covenants, rights of way, easements etc.)
<input type="checkbox"/> Accurate site plan drawn to scale with dimensions with proposed location of sign
<input type="checkbox"/> Two sets of drawings sealed by a structural engineer (not required for sign re-facing)
<input type="checkbox"/> Schedule B's, plus the City's own Schedule B - Proof of Liability Insurance (not required for sign re-facing)
<input type="checkbox"/> Colour rendered drawing to scale with dimensions
<input type="checkbox"/> Current photograph of the face of the building to which the sign is to be attached

Note: it is the applicant's responsibility to check for any underground services before placement of the sign(s)

Type of Sign	Number of Signs
<input type="checkbox"/> Fascia	# _____
<input type="checkbox"/> Freestanding	# _____
<input type="checkbox"/> Re-facing	# _____
<input type="checkbox"/> Canopy/Awning	# _____
<input type="checkbox"/> Other: _____	# _____

# of signs currently on property: _____	Total surface area of existing signs: _____ m ² or _____ ft ²
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I hereby certify that the above information is accurate and true:

Applicant's signature:	Date:
Print name:	

For City of Port Moody Use Only

Permit fee:

Planning Review and Approval

Referral date: Approved Rejected Date: Planner's Initials:

Development Permit Guidelines Yes No

Comments:

Building Review and Approval

Referral date: Approved Rejected Date: Official's Initials:

Comments: