

Sign Permits: the Surrey Edition

A How-to Guide for Profit and Peace of Mind



Canada's Sign Permit Specialists

Presented by

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Canada's Sign Permit Specialists

Providing permit services to the sign industry since 2004

Outline

1. Why do we need a sign permit
2. How to get started: zoning and bylaw check
3. Preparing an application package
4. Installation and inspection

Why do we need a permit?

- Almost all municipalities require a permit to install a sign. It's a basic city requirement, just like a business license and an occupancy permit.
- Some require a permit to replace the face of a sign.
- The goal of the municipality is to ensure that signs are installed safely and conform to the community's sign bylaw.



Be the Hero

- Marketing experts suggest businesses provide a value-added service – something special that sets you apart from the competition. Arranging for the sign permit is exactly that.
- Let your client know that this is an important part of your service, and charge for it accordingly.

Additional benefits

- Taking out permits allows you to establish a good relationship with City staff
- A permit also protects your relationship with your client. A client with a takedown order is an unhappy customer.

Let's get started!

1. Check the zoning on city's map page
2. Review the sign bylaw
3. Design sign, get the client's approval and deposit
4. Ask client for property owner's approval
5. Submit application
6. After permit is reviewed, order engineering if required
7. After permit is approved, arrange electrical permit
8. Install sign
9. Get engineer's approval of installation (Schedule C)
10. Call city for inspection

Check the zoning

The City's map page is a great place to start.

Information that is commonly available:

- Addresses
- Legal descriptions
- Zoning
- Aerial photos

Review the sign bylaw

Now we'll review the city's sign bylaw

Check the various definitions that apply to your application:

- Copy area
- Sign area
- Type of sign

“Copy Area means the area within a square, rectangle, triangle or circle, or a combination of these figures, which encloses all the copy.” (Surrey Bylaw)

Then check what the sign allowance is for the zone:

- Sign size
- Copy size
- Clearance

- a) a maximum of two fascia signs...
- b) the combined *sign area* of all *signs* on a *lot* ... shall not exceed 1 sq.m. per linear metre of *premises frontage*;
- c) the *copy area* shall not exceed 50% of *sign area* (Surrey Bylaw)


Talking with your client

- Now that you know what's allowed, you can start the design process.
- Once your client has approved the design, refer them to their landlord for approval and signing of the owners form.
- Let your client know how long the permit process takes. Establish a reasonable timeframe.
- Ensure the deposit includes the permit costs, including engineer's fees.
- An illuminated sign also needs an electrical permit.

Application package

- Go to the city's website and search for "sign permit"
- Typical requirements are:
 - Application form
 - Approval letter from the property owner
 - Coloured and scaled sign drawing
 - Side-view showing method of attachment
 - Elevation drawings or photo mock-ups
 - Site plan or aerial photo showing sign location
 - Permit fee
 - Engineered drawings are sometimes required

Application form



CITY OF SURREY
 Planning & Development Department
 Building Division
 13450 - 104 Avenue, Surrey, BC V3T 1V8

Sign Permit Application No.: S _____

Project Address: _____

Description of Work: _____

Premises Use: _____

Construction Value: \$ _____

No. of Signs	Type of Sign Freestanding, Channel Letter Facia, Box Facia, Sandwich Board, Canopy, Aiming, Projecting	Illumination Standard or Custom Light Box, Neon, Externally or Background Lit, or Not Illuminated	No. of Faces	Dimensions Height, Length, Projection	Sign Area (sq ft.)	% Copy Area	Weight of Sign

PEOPLE INFORMATION

Applicant: _____ Email: _____
 Address: _____ Postal Code: _____
 Phone: () _____ Cel: () _____ Fax: () _____

Tenant/Business: _____ Email: _____
 Address: _____ Postal Code: _____
 Phone: () _____ Cel: () _____ Fax: () _____

Property Owner: _____ Email: _____
 Address: _____ Postal Code: _____
 Phone: () _____ Cel: () _____ Fax: () _____

Sign Manufacturer: _____ Email: _____
 Address: _____ Postal Code: _____
 Phone: () _____ Cel: () _____ Fax: () _____

Contractor/Installer: _____ Email: _____
 Address: _____ Postal Code: _____
 Phone: () _____ Cel: () _____ Fax: () _____

Structural Engineer: _____ Email: _____
 Address: _____ Postal Code: _____
 Phone: () _____ Cel: () _____ Fax: () _____

Read Carefully Before Signing Below
 As owner, or as Agent on behalf of the Owner (Applicant), I have read and understand the release of liability, waiver of claims and indemnity provisions that are contained on the reverse side of the application and by signing this application I agree to all terms contained therein. I am aware that by signing this application I am waiving certain legal rights which I, or a party on whose behalf I act, may otherwise have against the City of Surrey. I have checked the title of this property and verify that there are no encumbrances or restrictions against the property that would prevent the requested sign permit being issued. I am aware that this sign permit application shall become void after six months from application date unless an extension has been requested in writing and granted in writing by the Building Division Manager or designate. I further understand this is only an application and does not constitute approval to commence construction.

Name (Print): _____ Signature: _____
 Date: / / (DDMMYY)

OFFICE USE ONLY | Zone: _____ DP No.: _____ DVP No.: _____
 Address: _____
 Legal: _____
 POS Receipt No.: _____ Received by: _____ Date: / / (DDMMYY)

PLEASE READ THE FOLLOWING CAREFULLY

The following statements contain clauses that waive certain rights of the applicant and thereby release the City of Surrey from liability and indemnity.

In consideration of being granted the permission applied for, the applicant, and any party on behalf of whom the applicant acts, hereby agrees to:

- Waive any and all claims that may arise in the future against the City of Surrey, its directors, officers and employees (hereinafter the "City") as a result of the issuance of this sign permit or any works or construction undertaken pursuant to this permit or for any inspections undertaken as a result of this permit.
- Release the City from any and all liability for any loss, damage, injury or expense that may be suffered due to any cause whatsoever including negligence or any breach of duty of care on the part of the City as a result of the issuance of this permit.
- Indemnify and hold harmless the City from any and all liability for claims, judgements, costs and expenses of any kind whatsoever incurred by the applicant, or the party for whom the applicant acts as agent, or any third party that may in any way accrue against the City in consequence of and incidental to the granting of this permit.
- Pay the costs of repairing any damage to sidewalks, curbs and/or any other City services by reason of the building operations in respect of which this permit is applied for.
- Comply with all requirements of the Sign By-law and all other acts, regulations and by-laws in force in the City of Surrey, and certify that each sign and its support meet the construction requirements in the Sign By-law and Building By-law.
- Provide only true and correct information in support of this application, and acknowledges that the City of Surrey accepts no responsibility for the accuracy or completeness of the information contained herein.
- Accept that the payment of a permit fee and/or the issuance of a sign permit by the City of Surrey is done solely to satisfy the requirements of Sign By-law No. 13656 as amended and does not convey or imply assurance by the City of conformity with any or all other By-laws and Regulations.
- Accept that this is only an application and does not constitute permission to erect any sign.

APPLYING FOR A SIGN PERMIT

Sign Permit Regulations

All signs are regulated by Sign By-law 13656. All signs, except for those signs that are designated as "exempt" or "permit not required" in the Sign By-law, require a sign permit. Every person shall, before erecting, rebuilding, enlarging, extending, or relocating a sign or permitting or causing a sign to be erected, enlarged, extended or relocated on a lot, obtain a sign permit in accordance with the provisions of Sign By-law 13656. Variances to the provisions of the Sign By-law may only be granted by City Council through a Development Variance Permit (DVP).

Signs may also be regulated by a Development Permit (DP). On lands that have been designated Development Permit Areas, sign regulations contained in the Sign By-law may be further restricted as to their type, design and location, by way of a DP approved by Council. Copies of approved DPs and DVPs can be obtained at the front counter of the Area Planning Division. Any deviation from an approved DP shall require the approval of the Area Planning Division by way of an amendment to the DP. If a new DP or a new DVP is required for proposed signage, application shall be made by the building owner, or his/her authorized agent, directly to the Area Planning Division.

A guide outlining the requirements for a Sign Permit Application and the Surrey Sign By-law can be viewed on the City of Surrey website "www.surrey.ca" (search "Guide to Sign Permit Application" & "Sign By-law No. 13656").

Issued Sign Permits


Once a sign permit has been issued, no deviation from the accepted drawings or the approved scope of work shall be made without the written approval of the City.

Inspection Requirements

All signs are required to be inspected. Telephone 604-591-4231 to request a site visit by the Building Official once a sign has been installed and all the related work has been completed.

January 2014

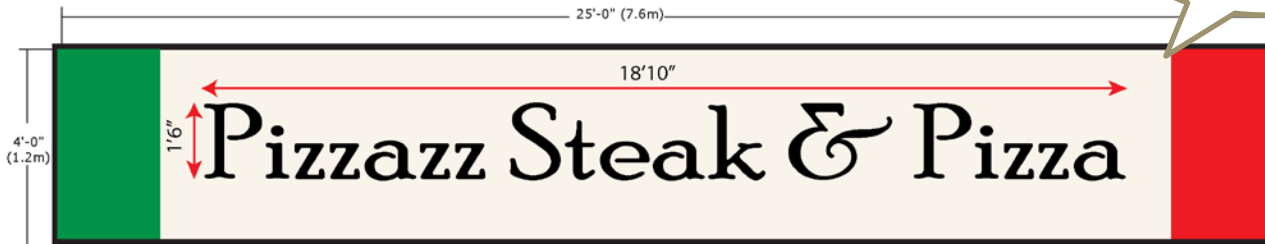
Owner's approval form

	CITY OF SURREY Planning & Development Building Division
Authorization Form	
Site Civic Address:
Legal Description:
Building or Sign Permit Application No.:
<p>This document shall serve to notify the City of Surrey that I am/we are the legal owner(s) of the property described above and do authorize the person indicated below ("Authorized Agent") to act on my/our behalf on all matters pertaining to the referenced Building/Sign Permit Application for the above referenced property. In addition, I/we have read and understand the application requirements on the reverse side of the Building/Sign Permit Application Form and authorize the Authorized Agent to sign the Building/Sign Permit Application on my/our behalf.</p>	
Name of Property Owner(s):
Mailing Address:
	City: Postal Code:
	Email:
	Telephone () Fax: ()
Signature of Property Owner: Date:.....
Signature of Property Owner: Date:.....

Name of Authorized Agent (Applicant):
Company Name:
Mailing Address:
	City: Postal Code:
	Email:
	Telephone () Fax: ()
Signature of Authorized Agent(Applicant): Date:.....
<p>Note: All registered owners of the property shall sign this Authorization Form. Use additional sheets if necessary. New Authorization Forms shall be submitted to the City if the ownership of the property changes prior to issuance of the Building/Sign Permit or before final approval is granted.</p>	

Coloured and scaled sign drawing

LED ILLUMINATED SF FASCIA SIGN (STANDARD SIGN DEPTH AND FRAME)



Description

Sign copy
Measurements
Size of lettering

Side view
showing depth
and attachment

100 sf (9.3m²)

Scale: 3/8" = 1'

Scale of
drawing

S/F ILLUMINATED FASCIA SIGN (EXTERIOR)

- 3/16" WHITE POLYCARBONATE FACE WITH 3M TRANSLUCENT VINYL APPLIED FIRST SURFACE
- BACKGROUND TO BE WHITE
- CABINET & RETAINER TO BE PAINTED BLACK
- LED ILLUMINATION

Your contact
information

Description of sign
Materials to be used
Lighting information

Your client's
name and
address

3/8"Øx4"L Wood
Lag Screws Fastening Sign
Onto Wood Siding On Conc.
Masonry Wall (Min 3" Embed)

3/8" Acrylic Face

#10 x 1" Long
Tek Screw

6" Filler

Wall

FIVE STAR

www.fivestarpermits.com
240 Parsons Road
Okanagan Falls BC V0H 1R3
250.487.1210

Pizzazz Steak & Pizza
10277 King George Blvd.

Mock-up: before and after

Title

Artist's Rendering

After



Your contact information

Before



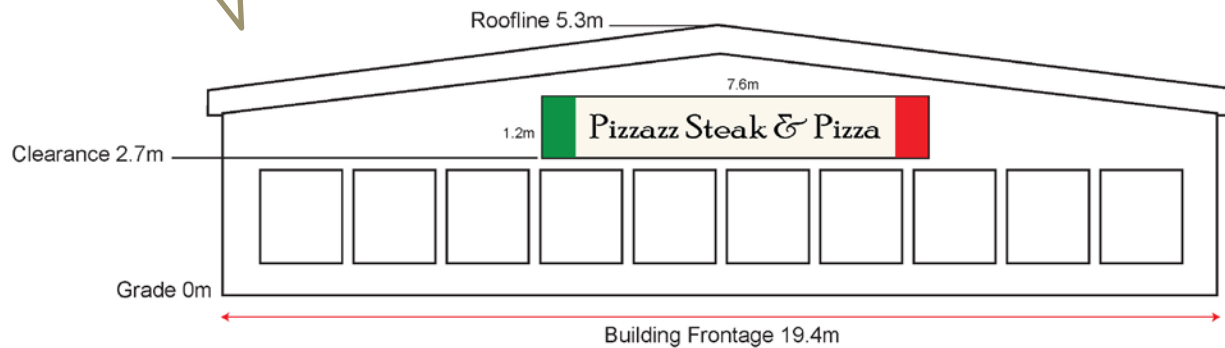
Your client's name and address

Pizzazz Steak & Pizza
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Elevation drawing

Drawing of building
Sign to scale
Dimensions
Clearance



Your contact information

FIVE STAR

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240 Parsons Road
Okanagan Falls BC V0H 1R3
250.487.1210

Scale

April 15, 2016 Date
Scale 1cm=1m Scale

Your client's name and address

Pizzazz Steak & Pizza
10277 King George Blvd

Site plan

COSMOS City of Surrey Mapping Online System



Street name

King George Blvd

Legend

- Trails and Paths
- River
- Creek
- Ditch
- Sports Fields
- Diamonds
- Park Outdoor Recreation Facilities
- Playground
- Water Playground
- Lots (Yellow)
- Lots (Outline)

Outline of sign on building, drawn to scale

Your client's name and address

Pizzazz Steak & Pizza
10277 King George Blvd.

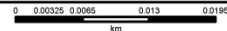
Scale

Your contact information



www.fivestarpermits.com
240 Parsons Road
Okanagan Falls BC V0H 1R3
250.487.1210

Scale: 1:500



Map created on: 11/04/2016

The data provided is compiled from various sources and is NOT warranted as to its accuracy or sufficiency by the City of Surrey. This information is provided for information and convenience purposes only. Lot sizes, legal descriptions and encumbrances must be confirmed at the Land Title Office. Use and distribution of this map is subject to all copyright and disclaimer notices at cosmos.surrey.ca

Electrical permit

- An illuminated sign requires an electrical permit.
- Arrange for the electrical permit after the sign permit is approved.
- The application is made by the person who will be connecting the sign to the electrical.
- Some cities have their own electrical permit process, and others go through the BC Safety Authority.

Installation

During installation, let the engineer know if the site conditions are different than what was expected.

After installation, arrange for final inspection (or provide pictures) for the engineer's sign-off. In BC, the Schedule C is the engineer's assurance to the city that the sign was installed properly.



Tape measure showing bolt length



Inside sign showing number of connections



Materials used on site

After installation

- Contact the city and let them know the sign is installed.
- They may send out an inspector. This finalizes the permit.

You did it!



Your permit is approved, your sign is installed,
your inspection is complete.

Good job!

Thank you for reviewing this presentation.

Please contact us if you have more questions.



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