



## Sign Permit Application

Sign Permit # \_\_\_\_\_ (Office use only)

Date Received: \_\_\_\_\_

### BUSINESS INFORMATION

Business Name: \_\_\_\_\_

Legal Land Description: \_\_\_\_\_

Civic Address of Property: \_\_\_\_\_

### APPLICANT

Name(s): \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_

Phone #: \_\_\_\_\_

Cell: \_\_\_\_\_

### REGISTERED OWNER(S) IF DIFFERENT FROM ABOVE

Name(s): \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_

Phone #: \_\_\_\_\_

Cell: \_\_\_\_\_

### WHICH SPECIAL DISTRICT AREA IS YOUR BUSINESS WITHIN? See page 3 for map

☐ Downtown

☐ Highway

☐ Exeter

☐ Outside

### MANDATORY SIGN PLANS & PHOTOS

*\*Please include clear drawings/digital mock-ups of proposed sign AND a photo of building showing proposed location as well as any relevant details regarding placement, dimensions, mounting, landscaping, etc.*

☐ Drawing/Digital Mock-up

☐ Photo of Proposed Location

### APPROVED SIGNAGE PLAN?

**An approved signage plan is required as part of a development permit or sign permit application for any of the following types of development: multi-tenant building/developments, major redevelopment of a building or exterior alteration of a business façade.**

☐ No

☐ Yes

If yes, signage plan # \_\_\_\_\_ (office use)



**SIGN DETAILS**

☐ **Awning or Canopy Sign:** \_\_\_\_\_ m<sup>2</sup> \_\_\_\_\_ m canopy length

Type of illumination:    ☐ Backlit                      ☐ Externally Lit                      ☐ None

Quantity: \_\_\_\_\_ Description: \_\_\_\_\_

☐ **Animated or Digital Sign:** \_\_\_\_\_ % of main sign area

Type of illumination:    ☐ Backlit                      ☐ Externally Lit                      ☐ None

Quantity: \_\_\_\_\_ Description: \_\_\_\_\_

☐ **Fascia Sign:** sign Area \_\_\_\_\_ m<sup>2</sup>                      business Frontage \_\_\_\_\_ m  
                                 \_\_\_\_\_ % of wall                      \_\_\_\_\_ m projection from wall

Type of illumination:    ☐ Backlit                      ☐ Externally Lit                      ☐ None

Quantity: \_\_\_\_\_ Description: \_\_\_\_\_

☐ **Freestanding Sign:** \_\_\_\_\_ m<sup>2</sup> sign area                      \_\_\_\_\_ m sign height

                                 \_\_\_\_\_ m setback from lot line(s)

                                 \_\_\_\_\_ m separation from another freestanding sign

Type of illumination:    ☐ Backlit                      ☐ Externally Lit                      ☐ None

Quantity: \_\_\_\_\_ Description: \_\_\_\_\_

☐ **Hanging or Projecting Sign:** \_\_\_\_\_ m<sup>2</sup> sign area                      \_\_\_\_\_ m projection

                                 \_\_\_\_\_ m vertical clearance                      \_\_\_\_\_ m setback from curb line

                                 \_\_\_\_\_ m separation from another hanging sign

Type of illumination:    ☐ Backlit                      ☐ Externally Lit                      ☐ None

Quantity: \_\_\_\_\_ Description: \_\_\_\_\_

☐ **Home-Based Business Sign:** \_\_\_\_\_ m<sup>2</sup> sign area                      \_\_\_\_\_ m sign height

                                 \_\_\_\_\_ m setback from property lot line

Type:                      ☐ Fascia                      or                      ☐ Freestanding

Quantity: \_\_\_\_\_ Description: \_\_\_\_\_

☐ **Monument Sign:** \_\_\_\_\_ m<sup>2</sup> sign area                      \_\_\_\_\_ m sign height                      \_\_\_\_\_ m setback from lot line

Type of illumination:    ☐ Backlit                      ☐ Externally Lit                      ☐ None

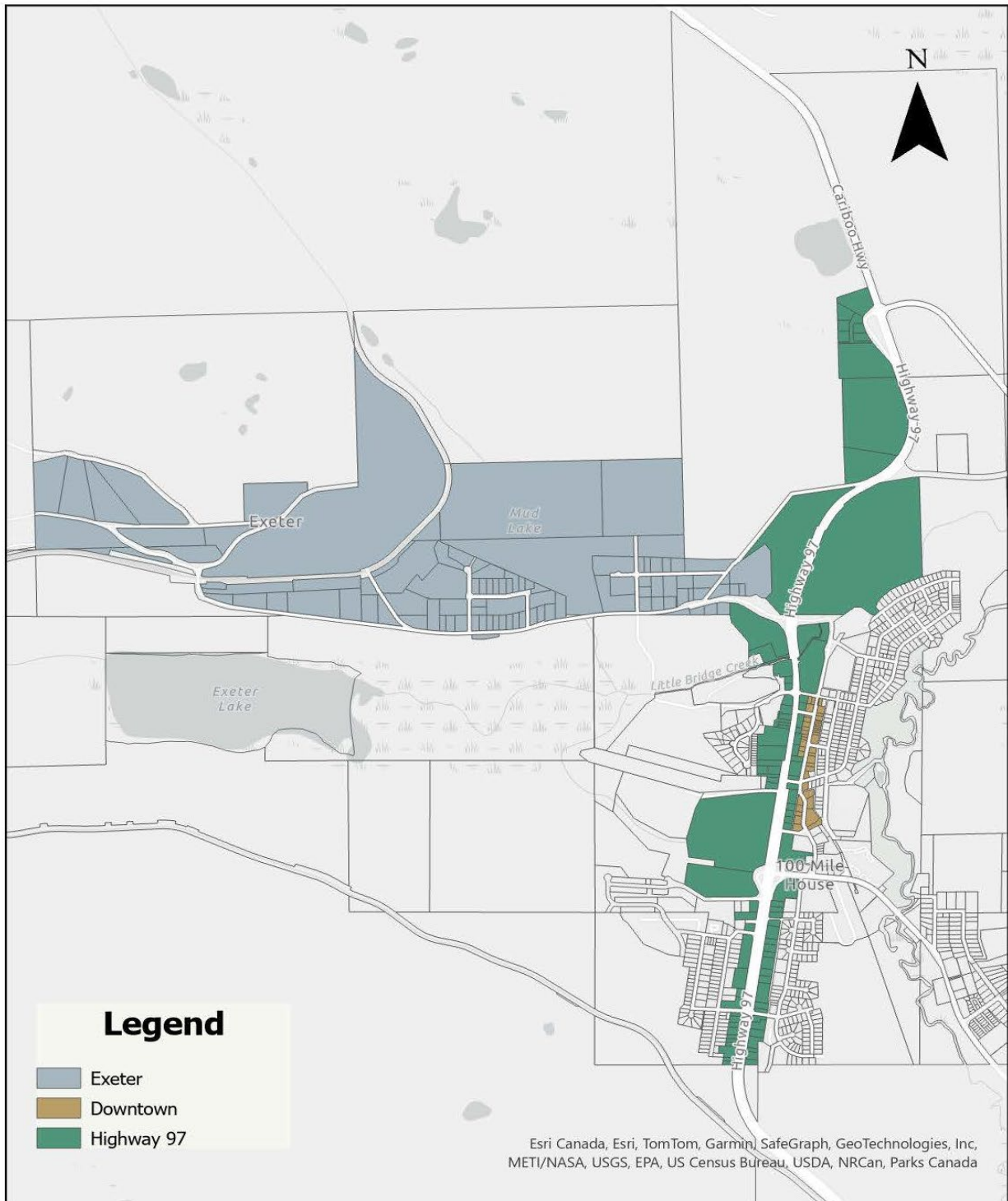
Quantity: \_\_\_\_\_ Description: \_\_\_\_\_

☐ **Window Sign:** \_\_\_\_\_ m<sup>2</sup> sign area                      \_\_\_\_\_ % of total window                      \_\_\_\_\_ m business frontage

Quantity: \_\_\_\_\_ Description: \_\_\_\_\_



Map of Special District Areas





DISTRICT OF  
**100 Mile House**

*Sign Permit only, payment at time of application.*

*Sign Permit with a new business license, payment due when both are ready for pickup.*

Value of sign(s): \$ \_\_\_\_\_

No. of existing signs: \_\_\_\_\_

I, \_\_\_\_\_ (Applicant's Name), understand and agree to comply with District of 100 Mile House zoning, sign, building, fire and health by-laws and regulations, the BC Building Code, and Canadian Electrical Code and I shall acquaint myself with all regulations pertaining to this permit.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Send Sign Permit Application to:**

Email: [info@100milehouse.com](mailto:info@100milehouse.com)

Mail: PO Box 340, 100 Mile House, BC V0K 2E0

**Note: ALL businesses are required to have a Sign Permit and ANY change of sign requires a Sign Permit.**

The collection of personal information is authorized under section 26(c) of the *Freedom of Information and Protection of Privacy Act (FIPPA)*. This information will be used for processing this application. Questions can be directed to: Privacy Contact Person, 385 Birch Avenue, 100 Mile House, BC V0K 2E0 250-395-2434 [tboulanger@100milehouse.com](mailto:tboulanger@100milehouse.com)