



# Sign Permit Application

Planning Department - Development Services Division

171 Main St. | Penticton, B.C. | V2A 5A9

P: (250) 490-2501 | E: [planning@penticton.ca](mailto:planning@penticton.ca)



January 1, 2025

Please submit the completed application to [planning@penticton.ca](mailto:planning@penticton.ca)

**Signs must not be installed prior to a sign permit being issued.**

Property Information
Civic Address(es):
PID:

Type of Signs	No. of Signs	Details (height, width, area, vertical clearance)
<input type="checkbox"/> Awning		
<input type="checkbox"/> Banner		
<input type="checkbox"/> Canopy		
<input type="checkbox"/> Fascia		
<input type="checkbox"/> Freestanding		
<input type="checkbox"/> Hanging		
<input type="checkbox"/> Projecting		

Description		
<input type="checkbox"/> New	<input type="checkbox"/> Alter	
**Construction Value:		Desired Installation Date:

For Internal Use Only		
Permit #:	Application Date:	
Permit Fees:		
Signs with a value of \$1,000 or less	\$54.60	<input type="checkbox"/>
For each \$1,000 by which the value exceeds the base value of \$1,000	$\frac{\quad}{\times \$10.60}$	<input type="checkbox"/>
Land Title Search (per property)	\$22.05 (incl. GST)	<input type="checkbox"/>
<b>Total Permit Fee:</b>		

Business Information (Business for which the sign is for)	
Business Name:	
City of Penticton Business License Number:	

Property Owner Information	
Name(s):	Phone:
Company:	Cell:
Address:	Email:

Applicant Information		**See Agency Agreement	
Applicant Is:			
<input type="checkbox"/> Property Owner	<input type="checkbox"/> Tenant/Business**	<input type="checkbox"/> Designer/Contractor**	<input type="checkbox"/> Other**
Name(s):		Phone:	
Company:		Cell:	
Address:		Email:	

Applicant Confirmation		
<p>I hereby apply for a Sign Permit for the construction as described herein and I hereby certify that the above information is correct and I agree to comply with all pertinent Bylaws whether the detailed information is contained herein or not, and that, if I am not the owner of the property upon which the above construction is to be carried out on, I have been authorized by way of an Agency Agreement, by the Owner as his/her Owner's Agent to act on his/her behalf.</p> <p>In consideration of the granting of the permission applied for I/we hereby agree to indemnify and keep harmless the City of Penticton (Corporation) against all claims, liabilities, judgements, costs and expenses of whatsoever kind, which may in any way accrue against the said Corporation in consequence of an incidental to the granting of this permit, if issued. And I further agree to pay the full cost of repairing any damage to the Corporation works occasioned by the building operations in respect of which this application is made.</p>		
Print Name:	Signature:	Date:

Information collected on this form is done so under the authority of the *Freedom of Information and Protection of Privacy Act* (FOIPPA) and is protected in accordance with FOIPPA. Personal information will only be used by authorized staff to fulfill the purpose for which it was originally collected, or for a use consistent with that purpose. For further information regarding the collection, use, or disclosure of personal information, please contact the Corporate Services Department at 250-490-2400.

## Sign Permit Requirement Checklist

*The following list outlines all of the information necessary to provide a timely decision on your application.  
All items on the list must be provided with the application.*

*We are unable to accept applications that do not have all of the required items.  
Staff may request further information/documents than the items listed below as required.*

Applicant		Staff
<input type="checkbox"/>	Completed Sign Permit Application	<input type="checkbox"/>
<input type="checkbox"/>	Agency Agreement (if required) <ul style="list-style-type: none"> <li>• <i>This form is not required if the owner(s) is the applicant.</i></li> </ul>	<input type="checkbox"/>
<input type="checkbox"/>	Applicant to provide Current Title <ul style="list-style-type: none"> <li>• <i>Must be current within 30 days</i></li> </ul>	<input type="checkbox"/>
<input type="checkbox"/>	City to pull Current Title <ul style="list-style-type: none"> <li>• <i>Refer to current Fee Schedule</i></li> </ul>	<input type="checkbox"/>
<input type="checkbox"/>	Sign Waiver <ul style="list-style-type: none"> <li>• <i>(Only required for any signs/awnings that project over public property, such as a sidewalk)</i></li> </ul>	<input type="checkbox"/>
<input type="checkbox"/>	<p><b>One (1) set of drawings to include:</b>  <i>Please refer to Sign Regulation Bylaw No. 2013-17 (<a href="http://www.penticton.ca/bylaws">www.penticton.ca/bylaws</a>) to ensure the application complies with the Bylaw requirements, such as size, placement, etc.</i></p> <ul style="list-style-type: none"> <li>• Colour rendering of the proposed signage</li> <li>• Calculation of sign area (including length, width, area and projection from wall face)</li> <li>• Image of existing building – indicate where proposed signage will be placed</li> <li>• Detail on how the sign will be attached to the building or structure</li> <li>• Site plan showing the location of the sign in relation to the boundaries of the parcel</li> </ul>	<input type="checkbox"/>
<input type="checkbox"/>	<p><b>Freestanding Signs only:</b>            Site plan must include all existing and proposed freestanding signs and their distance from each other</p>	<input type="checkbox"/>
<input type="checkbox"/>	<p><b>Hanging Signs only:</b>            Elevation Plan(s) showing the height dimensions from finished grade to the underside of the sign</p>	<input type="checkbox"/>
<input type="checkbox"/>	Structural drawings with details of attachment may be requested (if requested, drawings must be reviewed and sealed by a structural engineer and a letter of assurance to be completed)	<input type="checkbox"/>
_____ Initial		_____ Initial