



**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:**  
 New, Alteration, Relocation, Reface,  
 Temporary on Site

**Premises Use:**  
 Restaurant, Office, Retail Store,  
 Warehouse, Home Occupation

**Construction Value: \$**

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

**PEOPLE INFORMATION**

**Applicant:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Address:** \_\_\_\_\_ **Postal Code:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Cell:** \_\_\_\_\_ **Fax:** \_\_\_\_\_

**Tenant/Business:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Address:** \_\_\_\_\_ **Postal Code:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Cell:** \_\_\_\_\_ **Fax:** \_\_\_\_\_

**Property Owner:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Address:** \_\_\_\_\_ **Postal Code:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Cell:** \_\_\_\_\_ **Fax:** \_\_\_\_\_

**Sign Manufacturer:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Address:** \_\_\_\_\_ **Postal Code:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Cell:** \_\_\_\_\_ **Fax:** \_\_\_\_\_

**Contractor/Installer:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Address:** \_\_\_\_\_ **Postal Code:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Cell:** \_\_\_\_\_ **Fax:** \_\_\_\_\_

**Structural Engineer:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Address:** \_\_\_\_\_ **Postal Code:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Cell:** \_\_\_\_\_ **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:** / / (DD/MM/YY)

**OFFICE USE ONLY** Zone: \_\_\_\_\_ **DVP No.:** \_\_\_\_\_

DP No.: \_\_\_\_\_

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

**Legal:** \_\_\_\_\_

**POS Receipt No.:** \_\_\_\_\_ **Received by:** \_\_\_\_\_ **Date:** / / (DD/MM/YY)

## 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:

1. 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.
2. 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.
3. 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.
4. 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.
5. 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.
6. 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.
7. 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.
8. 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](http://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.

The owner & applicant are responsible for providing safe access to the worksite as outlined by November, 2016 "Construction Site Health & Safety Expectations" Bulletin.