



COMMUNITY DEVELOPMENT

Building Inspections

Sign Application Checklist

All Sign Permit Applications must include:

- Building Permit Application** form; signed and completed.
- Sign Information** form; with all applicable information completed.
- Appointment of Agent** form; only required for freestanding signs - to be completed by **property owner** (not the tenant), if applicant is not the property owner.
- Sign Setback Agreement for Major Roads**; only required for freestanding signs on major roads within the setback required under the Zoning Bylaw.
- BCLS Site Survey** prepared by a professional land surveyor, as required.
- One Set of Drawings**, including:
 - Site plan** (scaled), including:
 - The applicable parcel
 - North Arrow
 - Location of the property and buildings (include street names)
 - Location of all proposed & existing, attached & freestanding signage
 - Signage details** (scaled), including the sign dimensions and actual appearance of the sign. (photographs are helpful in addition to drawings).
 - Elevation drawing** of the applicable building face(s), including sign location and dimensions of the wall face (length and height).
 - Foundation drawing**, including dimensioned sign base for freestanding signs. Structural engineering will be required for large freestanding signs,

Additional Information:

Permit fees are due upon permit **issuance** (not application): \$5.00 per square meter of signage (calculated to the next whole meter), minimum fee = \$40.00, maximum fee = \$150.00 per sign.

The forms identified above are available on the City of Nanaimo website www.nanaimo.ca under Departments / Building Inspection / Publications and Forms / Sign Permits.