



## City of Williams Lake

### Sign Permit Application (2 Pages)

File Number: \_\_\_\_\_

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

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

Description (size, type, clearance, height): \_\_\_\_\_

Value of Work: \_\_\_\_\_

#### Applicant Information:

\_\_\_\_\_  
Name (PRINT)

\_\_\_\_\_  
Address (PRINT)

Tel. No.: \_\_\_\_\_ Cell No.: \_\_\_\_\_ Fax No.: \_\_\_\_\_

E-mail: \_\_\_\_\_

#### Owner Information:

\_\_\_\_\_  
Name (PRINT)

\_\_\_\_\_  
Address (PRINT)

Tel. No.: \_\_\_\_\_ Cell No.: \_\_\_\_\_ Fax No.: \_\_\_\_\_

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

Builder Information:

\_\_\_\_\_  
Name (PRINT)

\_\_\_\_\_  
Address (PRINT)

Tel. No.: \_\_\_\_\_ Cell No.: \_\_\_\_\_ Fax No.: \_\_\_\_\_

E-mail: \_\_\_\_\_

Owner's Name (PRINT): \_\_\_\_\_

Signature of Owner or Agent: \_\_\_\_\_

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

Security Deposit Amount: \_\_\_\_\_

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

Receipt No.: \_\_\_\_\_



**City of Williams Lake  
Sign Permit Application**

**Letter of Authorization (1 Page)**

To whom it may concern:

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

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

I am the owner, as defined in the current "Sign Bylaw", of the above-referenced property, and hereby authorize:

\_\_\_\_\_  
Name of Representative / Contact (PRINT)

Tel. No.: \_\_\_\_\_ Cell No.: \_\_\_\_\_ Fax No.: \_\_\_\_\_

E-mail: \_\_\_\_\_

Please check where applicable.

To represent me in an application for:

- Sign Permit Application
- Building Permit Application
- Subtrade

Permit To obtain copies of:

- Sign Permit Plans (Archive Copies)

Owner's Information:

\_\_\_\_\_  
Name (PRINT)

\_\_\_\_\_  
Address (PRINT)

Tel. No.: \_\_\_\_\_ Cell No.: \_\_\_\_\_ Fax No.: \_\_\_\_\_

E-mail: \_\_\_\_\_

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

*This form may be faxed, mailed, or delivered in person.*



**City of Williams Lake**

**Sign Permit Application**

**Owner's Undertaking (3 Pages)**

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

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

Sign Permit #: \_\_\_\_\_

1. This undertaking is given by the undersigned, as the owner of the property described above, with the intention that it be binding on the owner and that the City will rely on the same.
2. I confirm that I have applied for a building permit pursuant to "City of Williams Lake Sign Bylaw No. 2153, 2012" (the "Bylaw") and that I have carefully reviewed and fully understand all of the provisions of the Bylaw and in particular, understand, acknowledge and accept the provisions describing the purpose of the Bylaw, the conditions under which permits are issued, the disclaimer of warranty or representation and the limited extent of the scope of the Bylaw and inspections thereunder.
3. Without in any way limiting the foregoing, I acknowledge fully that it is my responsibility to ensure compliance with the Building Code and the Bylaw whether any work to be performed pursuant to the permit applied for is done by me, a contractor, or a registered professional.
4. I am not in any way relying on the City or its building officials, as defined under the Bylaw, to protect the owner or any other persons as set out in Part II of the Bylaw and I will not make any claim alleging any such responsibility or liability on the part of the City or its building officials.
5. I hereby agree to indemnify and save harmless the City and its employees from all claims, liability, judgments, costs, and expenses of every kind which may result from negligence or from the failure to comply fully with all bylaws, statutes, and regulations relating to any work or undertaking in respect of which this application is made.
6. I am authorized to give these representations, warranties, assurance, and indemnities to the City.

\_\_\_\_\_  
Name (PRINT)

\_\_\_\_\_  
Address (PRINT)

Tel. No.: \_\_\_\_\_

Cell No.: \_\_\_\_\_

Fax No.: \_\_\_\_\_

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

This undertaking is executed by the owner this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.  
(Day) (Month) (Year)

**1. Where the owner is an individual:**

\_\_\_\_\_  
Owner's Name (PRINT)

\_\_\_\_\_  
Owner's Signature

Signed, sealed and delivered in the presence of:

\_\_\_\_\_  
Witness's Name (PRINT)

\_\_\_\_\_  
Witness's Signature

\_\_\_\_\_  
Witness's Address (PRINT)

**2. Where the owner is a corporation:**

\_\_\_\_\_  
Corporation Name (PRINT)

\_\_\_\_\_  
Authorized Signatory

Signed, sealed and delivered in the presence of:

\_\_\_\_\_  
Witness's Name (PRINT)

\_\_\_\_\_  
Witness's Signature

\_\_\_\_\_  
Witness's Address (PRINT)

**3. Where owner is a partnership:**

\_\_\_\_\_  
Name of Partnership (PRINT)

\_\_\_\_\_  
Authorized Signatory

Signed, sealed, and delivered in the presence of:

\_\_\_\_\_  
Witness's Name (PRINT)

\_\_\_\_\_  
Witness's Signature

\_\_\_\_\_  
Witness's Address (PRINT)

## **Sign Permit Checklist (1 Page)**

- Site plan
  - property lines and dimensions
  - Existing Buildings and their footprints
  - Existing signs
  
- Current photographs of Existing Building(s) and Sign(s)
  
- Sign Information
  - Sign dimensions (e.g. length, width, height, clearance from the ground, etc.)
  - Description of the advertising copy or wording to be displayed, including the style, size, colors of all letters, logos, or similar copy of the sign
  - Sign area and sign face where applicable
  - Clearance height between the bottom of the sign and the grade
  - Projection measurement from the face of the building wall to the outer edge of the sign
  - Construction details including a cross-section detail of how the proposed sign will be attached to the structure
  
- Illuminated (Electronic Sign)
  - Proposed colors
  - The total illuminated sign area to be installed
  
- Engineering drawings (if applicable)
  - A BC Professional Engineer's original stamp and signature on the plans and relevant schedules.

Applicant or authorized agent signature: \_\_\_\_\_

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