



City of Terrace – Sign Permit Application Guide

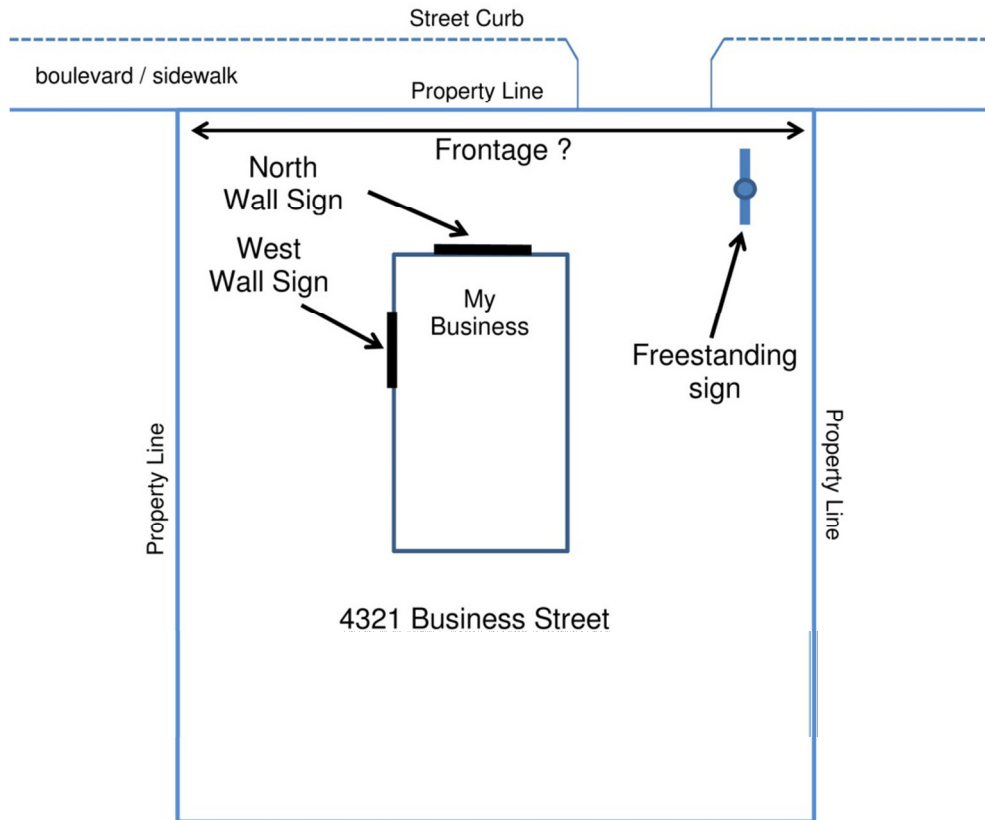
The following is a guide to aid applicants in successfully providing sufficient information about the proposed sign(s) in order for City staff to efficiently review and process the application. Applicants are advised to review the Sign Bylaw prior to submitting the application and be aware of all applicable regulations. Specifically, Section 5.0 of the Sign Bylaw provides a list of permit application requirements and Section 3.6 stipulates how sign area is calculated. *Applications that are unclear, incomplete or have insufficient information will not be processed and will be returned to the applicant.*

1. A sign permit is required for all new signs including sign modification and changing the sign face.
2. The applicant must complete a Sign Permit Application form, pay the applicable fees, and include the required illustrations. Measurements and dimensions should be provided in metric.
3. If the applicant is not the property owner, a Letter of Undertaking from the property owner must be included with the Sign Permit Application form, including the owner's name and contact information.
4. Prior to submitting a Sign Permit Application form the applicant should gather information about the Subject Property on which the proposed sign(s) is to be placed, including the zone and the dimensions of the property and/or buildings. Section 6.0 of the Sign Bylaw lists which signs are permitted per zone and includes specific regulations for each type of sign.
5. Illustrations for each proposed sign must include the sign content, location, dimensions, height, setbacks from property lines, and sign characteristics (i.e., illuminated). The applicant may be required to provide illustrations of the property that include property dimensions, accesses, locations and size of buildings. Additionally, the applicant may be required to provide elevation drawings of the building(s) on which the proposed sign(s) is to be located (i.e., building wall or window dimensions).
6. The Maximum Total Sign Area is the maximum permitted sign area of all signs on a property. For lots zoned C1-A, C1, C7, C2, C3, and M2/M3, depending on the length of the primary frontage, a lot may be permitted additional square metres for every 1 additional metre of frontage in addition to the Maximum Total Sign Area. *EXAMPLE: a property zoned C1-A has a primary frontage of 60 metres. This zone is allowed a Maximum Total Sign Area (per lot) of 18.6 m² but for every 1 metre of primary frontage greater than 50 metres, an additional 0.3 m² of total sign area is permitted, up to a maximum of 20 m².*
Primary Frontage: 60m – 50m = 10m
Additional Sign Area Bonus: 10m x 0.3m = 3m²
New Maximum Total Permitted Sign Area: 18.6m² + 3m² = 21.5m²
7. In some cases there may be the requirement for additional information depending on the type of sign. An application for a Freestanding Sign may be required to provide engineered drawing of the sign post structure. If the proposed sign is to be illuminated the type of illumination must be included in the application. Electronic Message Centre Signs and Illuminated Signs may also be required to have dimming technology and may require a drawing of the electrical connections.
8. Any sign placed within and projecting or suspending above a public sidewalk or right-of-way, such as Suspended Signs, Canopy Signs and Projecting Signs, will be required to obtain and provide proof of liability insurance.

The following are examples of sign permit illustrations and the information required to submit an acceptable sign permit application.

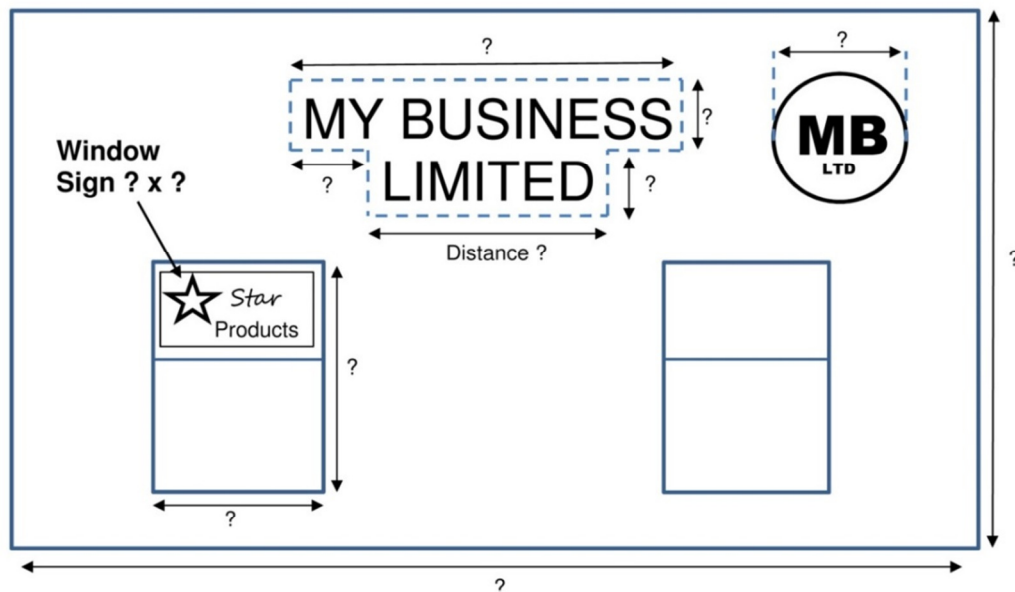
Site Plan Property View must include:

- i. Name of business and address of the property
- ii. Location of building(s) on the property
- iii. Location of proposed signs



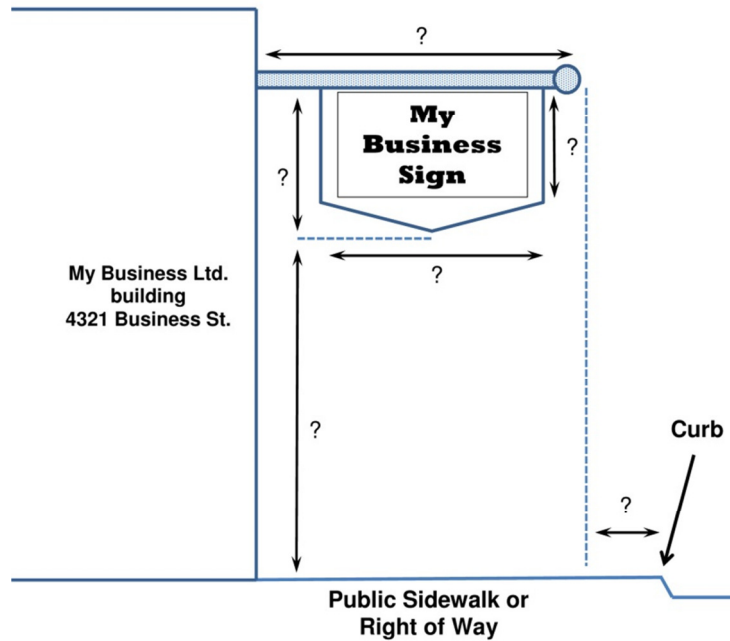
Wall Sign and Window Sign information must include:

- i. Elevation drawing of each wall of the building where signs are to be located
- ii. Dimension and total area of the wall(s) and window(s) where a sign is to be located
- iii. Dimension of each sign with total area calculation of the sign(s)



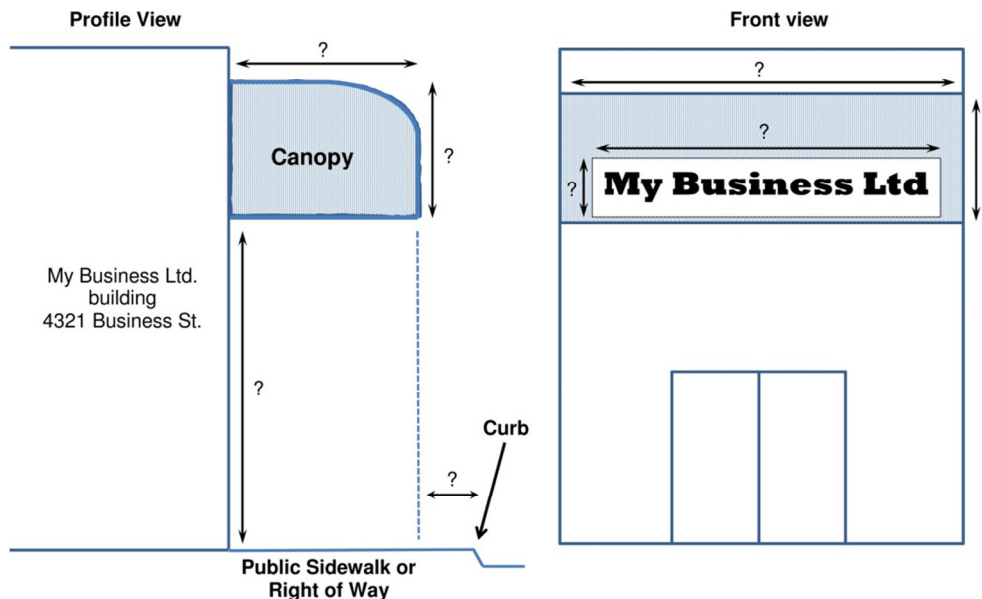
Projecting Sign information must include:

- i. Elevation drawing of wall and location of sign(s)
- ii. Dimension of the Projecting Sign with total area calculation of the sign(s)
- iii. Profile drawing showing:
 - Distance sign projects from wall
 - Sign distance from curb
 - Sign height clearance from public sidewalk or right-of-way



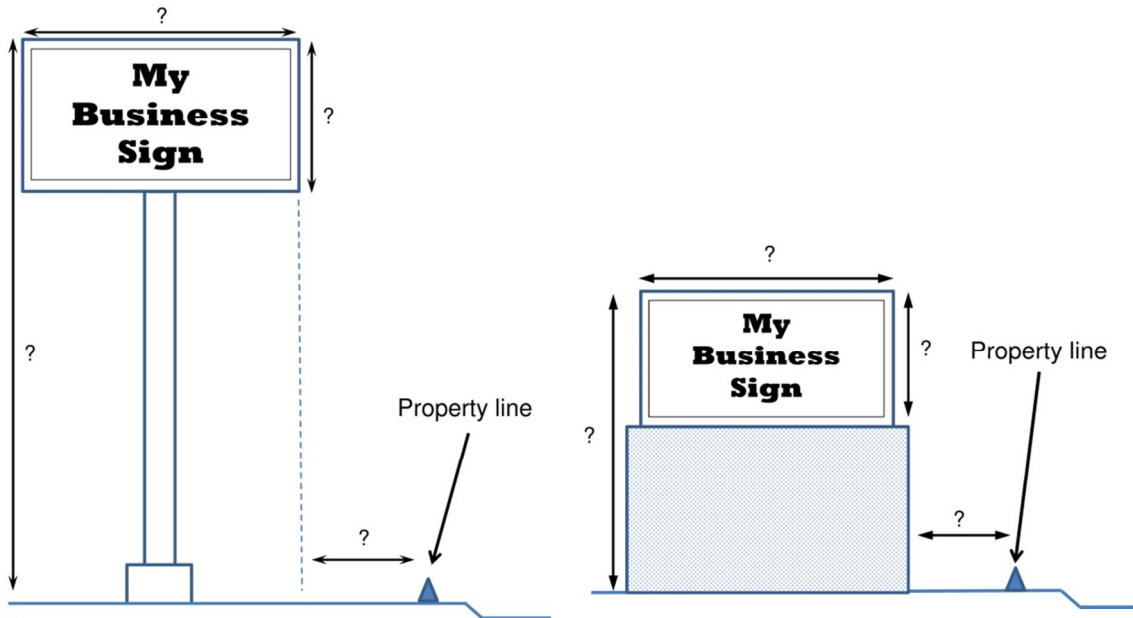
Canopy Sign information must include:

- i. Elevation drawing of wall and location of sign(s)
- ii. Dimension of the Canopy Sign with total area calculation of the sign and Canopy
- iii. Profile drawing showing:
 - Distance canopy projects from wall
 - Canopy distance from curb
 - Canopy clearance from public sidewalk or right-of-way



Freestanding Sign and Ground Sign information must include:

- i. Elevation drawing of the sign
- ii. Dimension and total area of the sign face
- iii. Overall height of the sign
- iv. Distance from the property line to the nearest part of the sign
- v. Engineering plans of the supporting sign base may also be required



Signs for Multi-Tenant buildings information must include:

- i. For a building with multiple Tenant Units, the property owner must sign the application or provide a Letter of Undertaking to the Tenant prior to the Tenant submitting a sign permit application. The property owner must be aware of the combined total sign area for all Tenants prior to submitting a permit application
- ii. Elevation drawings of the wall where the sign is to be located
- iii. Dimensions of the tenant unit wall and the overall dimension of the building
- iv. Dimensions of the tenant sign and the total sign area of all other tenant signs

