

# Sign Permit Application

Development Planning Department: 604-990-2480, [planning@dnv.org](mailto:planning@dnv.org)

**COMPLETION:** To ensure legibility, please complete (type) online then print.  
Sign the printed copy and submit to the department and address indicated above.  
Please note that incomplete applications cannot be accepted.

Location of work				SGN	
Address					
Applicant (Sign Owner/Authorized Agent)					
Name of Individual					
Business Name (if applicable)				Business licence number	
Mailing Address			City	Postal Code	
Email			Phone	Cell	
Applicant's Signature			Date		
Sign Owner (if other than above)					
Name of Individual					
Business Name (if applicable)				Business licence number	
Mailing Address			City	Postal Code	
Email			Phone	Cell	
Sign Installation Company					
Name of Individual					
Business Name				Business licence number	
Mailing Address			City	Postal Code	
Email			Phone	Cell	
Sign Details					
Type of Installation	<input type="checkbox"/> New Sign		<input type="checkbox"/> Existing Sign Alteration		
Illuminated Sign?	<input type="checkbox"/> No		<input type="checkbox"/> Yes – Electrical Permit Required		
Type of Sign	<input type="checkbox"/> Awning		<input type="checkbox"/> Fascia		<input type="checkbox"/> Other (please specify)
	<input type="checkbox"/> Canopy		<input type="checkbox"/> Free-Standing		

### Submission Requirements

Please note that applications for more than one sign require a separate application form to be completed for each sign.

- Completed Application Form
- Payment of Application Fees (Refer to Fees & Charges Bylaw)
- Two (2) sets of drawings (signed and sealed by Registered Professional Engineer for free-standing or mechanically-fastened signs, and accompanied with signed and sealed Schedule B1/B2 Letters of Assurance)
- Two (2) copies of the site plan showing distance to sign from property lines

### Exact Wording and Overall Dimensions of Sign

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### FOR DISTRICT USE ONLY

Date Submitted:		Planner:	
Type of Application	<input type="checkbox"/> New Sign Qty_____	<input type="checkbox"/> Sign Alteration Qty_____	<input type="checkbox"/> Illuminated Sign Qty_____
<input type="checkbox"/> Amend Existing Sign(s) Qty_____			
<b>Additional Fees Required (check all that apply)</b>			
Title Search	<input type="checkbox"/> Qty:_____		
Corporate Search	<input type="checkbox"/> Qty:_____		
<b>Total Amount Due at Application \$</b>			

The personal information collected on this form is done so pursuant to the Community Charter and/or the Local Government Act and in accordance with the Freedom of Information and Protection of Privacy Act. The personal information collected herein will be used only for the purpose of processing this application or request and for no other purpose unless its release is authorized by its owner, the information is part of a record series commonly available to the public, or is compelled by a Court or an agent duly authorized under another Act. Further information may be obtained by speaking with The District of North Vancouver's Manager of Administrative Services at 604-990-2207 or at 355 West Queens Road, North Vancouver.