Planning Department

474 South Fletcher Road, Box 340, Gibsons, BC V0N 1V0

Phone 604-886-2274, Fax: 604-886-9735

www.gibsons.ca

SIGN PERMIT APPLICATION FORM

Please read the Sign Permit Application Guide before filling out this application form. If you have any questions or require assistance in filling out this form contact the Planning Department. The processing of your application will be delayed if it is incomplete. Mail or deliver the completed application form, fee, plans and supporting material to the Town of Gibsons Planning Department and make your fee payable to the Town of Gibsons. Contact the Town of Gibsons Planning staff for the current fee prior to submitting your applications as fees may change, or consult the Rates, Fees and Charges Bylaw.

SECTION 1: DESCRIPTION OF PROPERTY

Lot/Parcel Plan Block

District Lot/Section Range

Other Description

Street Address

Jurisdiction and Folio Number (From Property Assessment/Tax Notice)

Parcel Identifier (PID) (From State of Title Certificate)

SECTION 2: OWNER INFORMATION (ADD PAGES IF MORE THAN TWO OWNERS)

First Owner Information	Second Owner Information
Name	Name
Address	Address
City	City
Province/State	Province/State

Postal/Zip	Postal/Zip
Telephone/Fax	Telephone/Fax
Email	Email

SECTION 3: APPLICANT INFORMATION (IF DIFFERENT THAN OWNER)

Name

Address

City State/Province Postal/Zip

Telephone/Fax

Email

This information is collected in compliance with the Freedom of Information and Protection of Privacy Act (FOIPOP). If you require further information regarding the FOIPOP Act please contact the FOI Coordinator at 604.886.2274 (http://www.gibsons.ca/freedom-of-information-a-protection-of-privacy.html) or the Information and Privacy Commissioner at 1.800.663.7867 (www.oipc.bc.ca)

SECTION 4: PLANS AND SUPPORTING MATERIALS CHECKLIST

- ☐ **Completed Application form** signed by registered owner of the property. If applicable, written authorization for an agent to act on behalf of the registered owner(s) of the subject property may be required.
- ☐ **Payment of Application fee**

  Sign Permit Details: One set of reduced drawings required including:
  - ☐ Site Plan
  - ☐ Elevation of building walls and dimensions showing the position of the proposed signs and any existing signs (must be to scale);
  - ☐ Type of illumination and colours to be used;
  - ☐ Letter of Assurance from a Professional Engineer (if requested by the Building Inspector);
  - ☐ A project summary sheet outlining the area of each type of sign on the property, the number of each type of sign (i.e. Wall), and other relevant data. The project summary sheet should include totals for existing and proposed signage; and,
  - ☐ Photograph of building face showing location of existing signage.
- ☐ **Proof of insurance:** A sign located on public property requires insurance of at least 2 million indemnifying the Town against loss, cost, damage or expense incurred by the Town from the placement of the sign.

ADDITIONAL INFORMATION

If the space provided below for each section is not sufficient, please attach additional information using a Microsoft Word, Microsoft Excel, Text or a separate PDF document.

SECTION 5: SIGN TYPE AND DESCRIPTION (SPECIFY)

Freestanding

Any freestanding signs on this lot?_____

Electrical / Illuminated:_____

Electronic message: _____

Fascia:_____

Awning:_____

Sandwich Board:_____

Overhanging property:_____

Letter of Assurance of design and commitment for field review from a professional engineer is required for sign and base._____

SECTION 6: SIGN DIMENSIONS (FOR PROPOSED SIGNAGE)

Use additional pages if more than one sign is proposed.

Total Height:_____

Clearance from grade or sidewalk:_____

Sign area (both faces):_____

Length:_____

Height:_____

Depth:_____

Weight:_____

Supports or anchors:_____

SECTION 7: SIGN PERMIT FEES

Description	Fee	Unit
Permit for a single sign	$150	Per sign
Permit for two or more signs	$175	Per application
Permit to change face of each existing conforming sign	$125	Per sign
Retroactively permit a sign that has been installed without a sign permit in good standing	$250	Per Sign

SECTION 8: APPLICATION COMPLETION

(CHECK OFF EACH OF THE FOLLOWING)

- ☐ I have completed all sections of this application form.
- ☐ I have included detailed site plans and elevation drawings as required in section 4 of this application form.
- ☐ I have included the additional documentation and reports required in Section 4 of this application form.
- ☐ All owners listed on the title have signed the application.
- ☐ I have included the correct fee (contact the Town of Gibsons Planning Department or refer to the Rates Fees and Charges Bylaw for correct fees).

Please note: your application will not be considered complete and cannot be processed unless it contains all of the information above. Please also review all relevant bylaws including the Official Community Plan (Bylaw 1339, 2025 and associated amendments), the Zoning Bylaw, and the Development Procedures and Fees Bylaw.

SECTION 9: OWNER'S CONSENT AND AUTHORIZATION

To process the application the signature of all registered owners is required. For additional owners, including Strata Corporations, attach a separate sheet.

In order to assist the Town of Gibsons in the review and evaluation of my application, by signing below, I authorize the Planner(s) assigned to this application to enter into the land at reasonable times, after making reasonable efforts to arrange a schedule a convenient time for such a visit, to inspect the land. I acknowledge a right, if a convenient time can be scheduled, to accompany the Planner on the site visit.

By signing below, I authorize the Applicant named in Section 3 of this application to represent this application.

_____	_____
Owner One, Full Name	Owner Two, Full Name
_____	_____
Authorization Signature	Authorization Signature
_____	_____
Date	Date