

Sign Permit Application Guide

Sign Permit

Town of Gibsons – 2026
Gibsons.ca

“Nature is our most valuable asset.”

This brochure provides an overview of the steps involved in the Sign Permit application process. This is a general guide only. It is not meant to replace bylaws or other legal documents. Applicants are advised to meet with the Planning Department to discuss their specific development proposal and to consult the relevant bylaws referenced in this document prior to submitting an application.

WHAT IS A SIGN PERMIT?

The Town of Gibsons has a Sign Bylaw (No. 1215, 2016) that specifies types, heights, and areas of signage permitted to be installed on a property within the Town of Gibsons.

A sign permit should be applied for the following types of signage:

- Awning Signs
- Changeable Copy Signs
- Freestanding and Monument Signs
- Projecting and Suspended Signs
- Sandwich Board Signs
- Wall Signs
- Window Signs

A Sign Permit is not required for a sign that is identified in a Development Permit or a Development Variance Permit.

Please note that no business shall have more than three permitted signs.

APPLICATION FEE

At the time of submitting the application, you are required to pay the application fee. This fee is non-refundable and is intended to recover a portion of the costs of processing the application. The fees are shown in the table below:

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 conforming sign	$125	Per Sign
Retroactively permit a sign that has been installed without a sign permit in good standing	$250	Per Sign

STEPS TO SIGN PERMIT ISSUANCE

☐ STEP 1 – PRE-APPLICATION MEETING

Before proceeding with a Sign Permit application, owners are encouraged to meet with staff to review all options related to their proposal.

Before submitting an application, you are advised to review your proposed plans to ensure that your proposal meets the requirements of the Sign Bylaw.

☐ STEP 2 – SUBMISSION OF APPLICATION

A completed application form, with necessary attachments, is to be submitted to the Planning Department and must include:

☐ **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**, details under section 7 of the application.

☐ **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:**

- Suspended signs and sandwich boards that are to be located on public property must have proof of insurance of at least $2 million indemnifying the Town against all loss, cost, damage or expense incurred against the Town through the placement of the sign.

□ STEP 3 – APPLICATION REVIEW AND REFERRAL TO AGENCIES

The Planning Department reviews the proposal and may refer it to other municipal departments, or outside referral agencies for comment (allow six weeks for referral process). The Planning Department will advise if a Development Permit application is required.

□ STEP 4 – ISSUANCE OF THE SIGN PERMIT

APPLICATION TIMING

The Sign Permit process (when a Development Permit is not required) requires one to four weeks.

Time for each step of the application is dependent on the complexity of the application, the thoroughness of the initial application submission, the consistency of the application with Town bylaw requirements, and current workload of staff and Council. Applicants are advised to meet with early in the project design.

CONTACTS

Town of Gibsons Planning Department: 604-886-2274
Town of Gibsons Infrastructure Services Department: 604-886-2274
Town of Gibsons Building Department: 604-886-2274
Gibsons and District Volunteer Fire Department: 604-885-6870
Ministry of Transportation and Infrastructure: 604-740-8987

This brochure is meant for guidance only and is not intended to replace the requirements of the *Local Government Act* and applicants should obtain copies of the relevant bylaws before proceeding with development applications. For specific information, please contact the staff at:

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