



**City of Revelstoke
Development Services**

216 Mackenzie Ave, Revelstoke, BC
250-837-3637 | development@revelstoke.ca

**APPLICATION FORM
SIGN PERMIT**

Part One: Property Information

Civic Address: _____

Type of Occupancy: _____

Part Two: Applicant / Owner Details

Name:

Address:

City:

Postal Code:

Phone:

Email:

Applicant is the: Owner Tenant Designer / Contractor Other Authorized Agent

Property Owner (if different from applicant)

Name:

Address:

Phone:

Email:

If the registered owner is not the applicant, the owner must complete an Agent Authorization Form

Part Three: Proposed Sign Details

Sign Type: Billboard Building Directory Facia (Wall) Canopy/Awning
 Freestanding Projecting Exterior Window Suspended
 Other: _____

Description of proposed signage: _____

Sign Maker

Name: _____ Phone: _____

Sign Dimensions

	Sign Type	Sign Length	Sign High	Sign Width	Sign Area	Weight	Hight Above Sidewalk	Setback From Curb	Weight	Lighting / Illumination
1.										<input type="checkbox"/> Yes
2.										<input type="checkbox"/> Yes
3.										<input type="checkbox"/> Yes



**City of Revelstoke
Development Services**

216 Mackenzie Ave, Revelstoke, BC
250-837-3637 | development@revelstoke.ca

**APPLICATION FORM
SIGN PERMIT**

All plans submitted must comply with the City of Revelstoke Sign Bylaw No. 2054, all other relevant municipal bylaws, and the current BC Building Code. All bylaws are available on the City of Revelstoke website at: www.revelstoke.ca

All applications are required to be submitted in person at the Development Services department in City Hall. Only complete applications will be accepted.

Digital files can be submitted with a permit number and address to development@revelstoke.ca

Additional requirements maybe requested upon review of your application.

OFFICE USE	SUBMITTED	ITEM ID	SUPPORTING DOCUMENT	DETAILS
0	0		Completed Application Form, and Checklist	Building Permit Application Form and Checklist completed pages 1 - 4
0	0		Agent Authorization Form (if applicable)	Written consent of all property owners, with one or more owners appointing an applicant to act as an agent for all purposes associated to the application
0	0		Application Fee	An application fee as outlined in the Fees and Charges Bylaw No. 2008 .
0	0		Sign Plan Two copies printed on 11"x17" One electronic copy	Sign Plans show the proposed signage drawn to scale in metric with dimensions. The site plan must contain: <input type="checkbox"/> Civic address, full legal description, north arrow, correct scale and scale bar
0	0		Footing & Base Design	
0	0		Electrical Design	
			Sealed Engineering Details	