

SIGN PERMIT APPLICATION

Application Number

SP

(OFFICE USE ONLY)

- Resort Experience, Planning Department
 Tel 604-935-8170 (direct) Fax 604-935-8188
 Email: planning@whistler.ca

Businesses displaying signs in Whistler are required to have a valid sign permit that complies with Consolidated Sign Bylaw No. 558, 1987 as well as any Comprehensive Sign Plans for specific buildings. Contact The Resort Municipality of Whistler (RMOW) about the Sign Plan for your building. Submission of the completed application form and all required materials and fees are needed to begin processing the application. Completion of this form does not guarantee approval. **Permit application fees are non-refundable. Signage displayed prior to a sign permit being issued will be subject to additional permit fees.**

SIGN TYPE (check all that apply)

- Projecting Sign
- Permanent Freestanding Sign
- Fascia Sign
- Awning Sign
- Hanging Sign
- Window Sign
- Building Directory
- Display Box
- Traffic Control (private property)
- Special Event Sign

Business Name: _____ Business License #: _____

Site Address: _____

Building Name: _____

Applicant Name: _____

Mailing Address: _____

Phone: _____ Cell: _____ Email: _____

Sign Manufacturer: _____ Contact Name: _____

Mailing Address: _____

Phone: _____ Cell: _____ Email: _____

APPLICATION CHECKLIST (submit the following with completed application form)

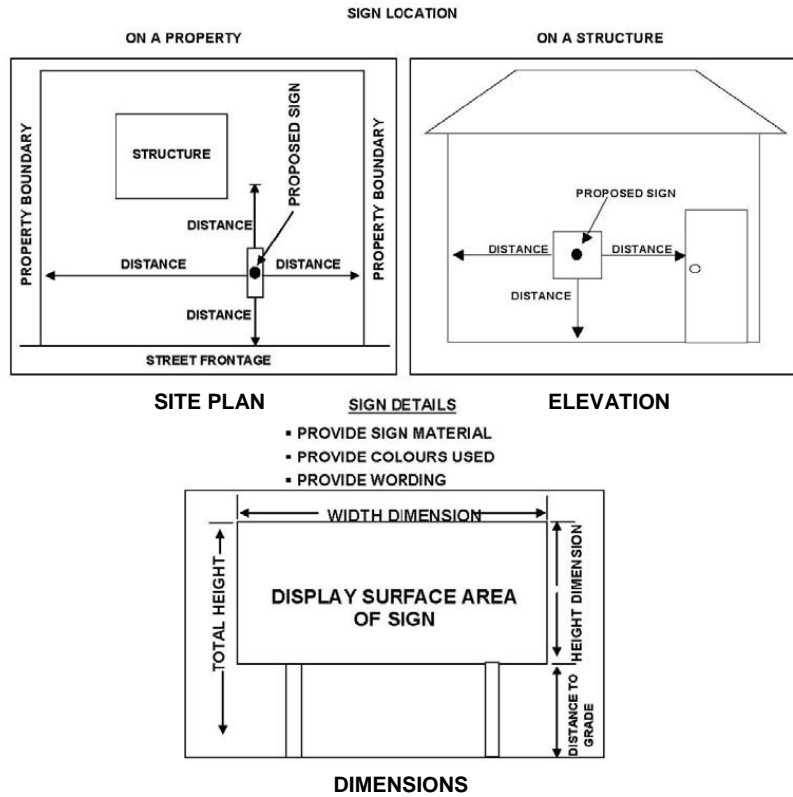
For each sign, scaled and dimensioned drawings detailing:

- All sign dimensions, colour scheme, materials, copy and type face, and lettering dimensions
- Drawing(s) or photograph(s) showing the location of the sign
- Method and type of wiring, illumination and attachment to the building (where applicable)
- Property owner or tenant coordinator's written approval
- Permit fees

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EXAMPLE ONLY

This example has been prepared to assist you in the preparation of your Sign Permit Application.



SIGN PERMIT FEES	Number of Signs	Cost	Deposit	Subtotal
A New Permanent Sign		\$ 40.00/sign		\$
Plus Additional Charges for: Each Sign Involving Structural Design (freestanding, fascia, or awning) Each Front Lit or Rear Lit Sign Each Sign Encroaching Over a Street Each Sign Erected Without a Permit		\$ 40.00/sign		\$
		\$100.00/sign		\$
Alteration to the Face of an Existing Sign		\$ 30.00/sign		\$
Traffic Control Sign (private property)		\$ 30.00		\$
Special Event Signs		\$ 25.00/hr	\$200.00 *	\$
* Deposit returned upon removal of signage				
TOTAL FEES and DEPOSITS				\$

The RMOW reserves the right to suspend or cancel a sign permit where the applicant has knowingly provided false information to the RMOW regarding the location, materials, size or any other aspect of the signage in question.

I, _____ hereby make application for a sign permit in accordance with all of the information as stated above and declare that this is a true and correct statement and further agree to comply with all of the relevant bylaws of the Resort Municipality of Whistler.

(PRINT NAME)

Applicant Signature

Date