



Building Permits & Licences Division  
32315 South Fraser Way, Abbotsford, BC V2T 1W7  
Phone: 604-864-5525

## SIGN PERMIT APPLICATION

Tenant's Name: \_\_\_\_\_

Sign Contractor: \_\_\_\_\_ Bus. Licence No.: \_\_\_\_\_

Sign Location: \_\_\_\_\_ Unit No.: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Phone No.: \_\_\_\_\_ Fax No. or Email: \_\_\_\_\_

### General Sign Information:

Contract Price (includes material, labour, delivery & installation): \$ \_\_\_\_\_

Sign Area (ft<sup>2</sup>): \_\_\_\_\_ Number of Signs: \_\_\_\_\_

Facia      Awning      Canopy Signs      New      Copy Change

Depth of Box (inches): \_\_\_\_\_

Bldg Height (ft): \_\_\_\_\_ Bldg. Width (ft): \_\_\_\_\_

Freestanding      Off-Premise      New      Copy Change

Height (top of sign)(ft): \_\_\_\_\_ Double Sided (Y/N): \_\_\_\_\_

### Other Information: (Check all that apply)

Illuminated:       Revolving:       Electronic Message Board:

### Two copies of each of the following are required with your application:

- Site plan indicating exact location of proposed and existing signs and buildings.
- Structural details and material specifications for the proposed sign (Excluded for Copy Change applications).
- Detailed scale drawings of the sign copy, color(s) and artwork.
- All backlit signage must be comprised of opaque materials except for logos and lettering which are permitted to be translucent (In accordance with the intent of the Abbotsford Official Community Plan (OCP) Form and Character guidelines.)
- Properties located within the Downtown Abbotsford Commercial Zone (C7) are required to submit written approval (i.e. Signed Letter and Proposed Signage Drawings) from the Abbotsford Downtown Business Association (ADBA). Please contact the ADBA Executive Director at [executive@downtownabbotsford.com](mailto:executive@downtownabbotsford.com) or phone 604-850-6547.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_