

Sign Permit Application Checklist

Permit, Licence and Inspection Services

The following checklist is required to be completed by the applicant and included with the sign permit application package:

Applicable	Not applicable	Provided	
<input checked="" type="checkbox"/>		<input type="checkbox"/>	Sign Permit application & checklist - completed & signed by the applicant.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Agent Authorization Form (if applicable), signed by owner and applicant.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Two sets of site plans showing all existing and proposed buildings, structures and signs located on the property. The site plan should clearly indicate the dimensions
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Two sets of full colour drawings of proposed sign showing all sign dimensions and wall length (proposed and existing)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Two sets of elevation views of the building (photos can be submitted)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Engineer's Schedule B Structural
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Engineer's Schedule B Geotechnical
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Contractor's Business Licence
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Illuminated sign? Lighting type details required for illuminated signs
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Is the sign located in Fort Langley? Refer to Fort Langley Facade Design Guidelines

For signs that require development permit, land use contract, or heritage approval, it is suggested that colour renderings, a site plan and sign details be reviewed for compliance prior to obtaining the engineered documents.

Any personal information collected on this form will be managed in accordance with the Freedom of Information and Protection of Privacy Act. Direct enquiries, questions, or concerns regarding the collection, use, disclosure, or safeguarding of personal information associated with this form to: Supervisor, Information, Privacy, and Records Management, Township of Langley, 20338 – 65 Avenue, Langley, BC V2Y 3J1 foi@tol.ca 604.532.7396