



Guide for Fascia and Freestanding Signs

Permits Licence and Inspection Services

Fascia and Freestanding Signs

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The purpose of this guideline is to assist the business owner, tenant and sign contractor with the Building Permit process for a fascia and/or freestanding sign. This guide will provide the public with information on the Township of Langley's requirements for permits and inspections. At any time during the course of the process please feel free to call staff for assistance or clarification.

Permits are required for the following signs used for the purpose of business identification:

- fascia signs and awnings attached to a building which are visible from outside of lot.
- freestanding sign within the property.
- temporary signs and sandwich board signs on private property or Municipal property.

Application for a Building Permit:

Applications for a Building Permit are to be made at the Permit, Licence & Inspection Services Department. The applicant must provide:

- a completed sign permit application form;
- legal description and/or civic address;
- two (2) sets of site plans showing the sizes and location of all existing and proposed signage on the property;
- two (2) sets full colour drawings of proposed sign showing all sign dimensions and wall length
- the name, address and phone number of the owner, tenant and contractor;
- property owner's authorization form
- the business licence number of the tenant and contractor;
- for all freestanding & fascia signs, schedule B from a Professional Structural Engineer along with two (2) sets of signed and sealed drawings showing the sign attachment detail. Please note that this is not required for painted on or foam letter fascia signs;
- for most freestanding signs with a height greater than 6 ft, Schedule B from a Professional Geotechnical Engineer is required along with proper foundation drawings;
- for sandwich board signs on Municipal property, within Fort Langley and specified DP areas, a three million dollar (\$3,000,000.00) Insurance Certificate is required naming the Township of Langley as "additional insured". **See also the Sandwich Board Sign Guideline.**

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.

Please note applications must be complete before they will be accepted for a Building Permit.

Process of Building Permit Application:

A site inspection and review of plans for compliance with the bylaws of the Township will be undertaken. The issuance of the permit may be delayed depending on:

- volume of applications;
- complexity of the project;
- **accuracy** of the application;
- compliance of the plans with the applicable zoning and other bylaws including the current edition of the building code.

Issuance of a Sign Permit:

A Permit will be issued following the acceptance of plans showing compliance with the Township of Langley Bylaws and other applicable enactments and the payment of the appropriate permit fees.

Please note that contractors and tenants are required to have a current Business Licence with the Township of Langley.

Drawings:

All plans and information submitted must be in full colour and appropriate scale with sufficient detail to establish compliance with the building code and the bylaws of the Township. The plans are to be **legible and of suitable quality** for scanning. **If you are unable to draw appropriate plans, then you must obtain the services of a qualified person.**

Please refer to the Sign Bylaw for maximum allowable sign area.

Required Inspections:

Final Building Inspection – when all construction is complete and the schedules from Professional Engineers have been submitted to the Permit Licence and Inspection Services Department a Final Inspection can be scheduled.

Fort Langley

The Fort Langley Sign Guidelines outline a number of criteria to be reviewed for each sign permit application. Sign permit applications in the Fort Langley area must include the following before they can be reviewed for compliance with the Guidelines. For sign permit applications in Fort Langley, it is suggested that the colour rendering and sign detail approval be obtained from the heritage planner prior to obtaining the signed and sealed drawings from a Professional Engineer. Please note, if engineering is required, your application will not be complete until the signed and sealed drawings and Letters of Assurance have been submitted.

1. Type of Sign: Fascia Freestanding Sandwich
2. Number of Signs: _____
3. Shape, Size and Location including:
 - a) All dimensions of the proposed sign and where it will be located on the building
 - b) A sketched dimensioned elevation of the building showing the signs location and its distances
 - c) Overall building width dimension
4. Material details (including finishes)
5. Method of attachment
6. Typeface
7. Colour (samples must be included)

For further information, refer to the **Fort Langley Building Façade Design Guidelines, Section 4: Signage**, available at the Township of Langley, Permit, Licence and Inspection Services Department or from our website www.tol.ca.

Please note that incomplete applications will not be accepted for a Building Permit, and may delay the issuance of the Building Permit