

# Sign Permit Application Guide



OCT, 2019

## Overview

This handout provides information on the requirements and processes for obtaining a Sign Permit from the City of Coquitlam. It is intended for general guidance only.

## What is a sign?

A sign is any device, visual representation, notice or medium, including its structure and other components, that is intended to advertise, identify, or communicate information, or attract the attention of the public for any purpose. Signs can be placed in a variety of locations such as on an awning or canopy, a window, building face or as freestanding structures.

## When is a Sign Permit required?

Anyone who is intending to place a sign on the exterior of any building or structure or on any property in Coquitlam must make an application with the Planning and Development Department to obtain a Sign Permit. The majority of new exterior signs or sign alterations require a permit to be issued prior to installation. This requirement applies to both permanent and time-limited signs.

## What types of signs are permitted?

The Sign Bylaw establishes specific regulations for different types of signs that are permitted to be placed or installed on a property. The type, size and number of signs that are allowable on a site are dependent on the applicable zoning category. Freestanding, fascia, canopy or awning, changeable copy, portable, sandwich board, and projecting are examples of signs that may be considered for approval. The Sign Bylaw is reviewed and amended periodically to ensure it remains current and relevant.

## What types of signs are NOT permitted?

Rooftop, moving, inflatable, billboard and third party signs are examples of signs that are not permitted in Coquitlam. Signs that are not specifically permitted in this Bylaw are prohibited in the City.

## What other permits may be required?

- A Building Permit is required for new awning and canopy installations.
- A Development Permit is required for new freestanding signs for properties that are within the Maillardville Neighbourhood Centre Development Permit Area.

## What is a comprehensive sign plan?

A Comprehensive Sign Plan for a multiple tenancy lot, planned shopping centre, or adjoining lot on the same side of the street may be authorized by the General Manager of Planning and Development. The applicant would be required to appoint a Sign Coordinator who has jurisdiction over the proposed signs.

## What is the sign review process?

A Sign Permit Application will be assigned a File Manager in the Development Planning Section, who will be the applicant's primary contact person. The application will be reviewed for compliance with the Sign Bylaw. And, if applicable, Urban Design Guidelines. If the application meets all requirements the sign permit may be issued.

## How do I apply?

Your Sign Permit Application can be submitted to the Planning & Development Department in person at Coquitlam City Hall (Main Floor, 3000 Guildford Way), mailed to 3000 Guildford Way, Coquitlam, BC V3B 7N2, or emailed to [signpermits@coquitlam.ca](mailto:signpermits@coquitlam.ca). All the information requested on the application form and in the checklist must be completed in full prior to submission to the City. In addition, both the property owner and the applicant, if they are different, must sign the application and have their payment ready at the time of application. The City requires payment in full prior to processing the Sign Permit Application.

Payment may be made by cheque, payable to the City of Coquitlam, and submitted in person or by mail to the Planning & Development Department. Those paying in person may also use a credit card. (Visa, MasterCard and American Express accepted.)

The Sign Permit application form, checklist and a list of all applicable fees, are available online at [coquitlam.ca/signpermits](http://coquitlam.ca/signpermits) and the Sign Bylaw is available at [www.coquitlam.ca/bylaws](http://www.coquitlam.ca/bylaws).

## Enforcement

The City enforces violations of the Sign Bylaw by means of the Bylaw Notice Enforcement Bylaw. Fines of \$250.00 can be imposed for each day that an offence under the Sign Bylaw continues and can be applied to property owners, business owners, and sign contractors.

### More Questions?

For further information please contact the Development Planning Section of the Planning and Development Department by:

Telephone: 604-927-3430

Email: [signpermits@coquitlam.ca](mailto:signpermits@coquitlam.ca)

Website: [www.coquitlam.ca/signpermits](http://www.coquitlam.ca/signpermits)

 [www.coquitlam.ca](http://www.coquitlam.ca)

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