

## **Overview**

This handout provides information on the requirements and processes for obtaining a Sign Permit. 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 the City must make an application to obtain a Sign Permit with the Planning and Development Department. 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?**

Sign Bylaw No. 3873, 2008, as amended from time to time, establishes specific regulations for different types of signs that are permitted to be placed or erected on a property. The type, size and number of signs that are allowable on a site is 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.

## **What types of signs are NOT permitted?**

Rooftop, moving, inflatable, billboard and third party signs are examples of signs that are not permitted. 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 contact person. The application will be reviewed for compliance with the Sign Bylaw, and if applicable "Maillardville Neighbourhood Centre Design Guidelines" and "Regional Town Centre Design Guidelines". If the application meets all requirements the sign permit may be issued.

### **How do I apply?**

Application forms and checklist, the fee schedule and the Sign Bylaw, are available on the City's website (<http://www.coquitlam.ca/city-services/licenses-and-permits/development/sign-permits.aspx>) or from the Planning and Development Department, Coquitlam City Hall 3000 Guildford Way, 604-927-3430. All information requested on the application form and checklist must be provided at the time of submittal. Each application must be signed by the property owner and applicant and have a cheque attached made payable to the City of Coquitlam. For fees, see the Sign Permit Fee Schedule on the City's website, Sign Permits page.

### **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 at 604-927-3430 or check our website, [www.coquitlam.ca](http://www.coquitlam.ca)

### **Last Updated: December 2012**

The City disclaims any liability arising from the use of this guide, since the information is provided only as a guide for public use and convenience. If any contradiction exists between this document and relevant City Bylaws, Codes, or Policies, the text of the Bylaws, Codes or Policies shall be the legal authority.