

Sign Permit Application Checklist

**Note: Refer to Tsawwassen First Nation *Sign Regulation* for Sign Permit Application Form**



TSAWWASSEN FIRST NATION  
s̓c̓əwəθən məsteyəx<sup>w</sup>

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<b>Documents &amp; Drawings</b>				
	Submitted	N/A		Format
1			Completed <b>Schedule B – Sign Permit Application</b> (found in Tsawwassen First Nation <i>Sign Regulation</i> )	One hard copy for each sign requiring a permit
2			Fees as set out in Schedule C of the <i>Sign Regulation</i>	
3			Owner's authorization (if applicant is not the property owner)	
4			Proof of insurance (Refer to Section 5(5) of the <i>Sign Regulation</i> )	
5			Drawings and Letter of Assurance stamped by a professional engineer	One hard copy
6			Electronic copy of full application package	USB Key; file names to be formatted as follows: Document Title_Date (Year.Month.Day)_Version Number
7			Drawings to scale, in duplicate, illustrating the following using <b>metric</b> dimensions:	One electronic copy (PDF) and one 11 x 17 hard copy
8a			Each side of the sign, giving all pertinent dimensions, areas, construction and copy	
8b			The proposed position of the sign or attached to the building or structure and the method of attachment	
8c			If the sign is being affixed to a structure, the dimensions of the structure (ie, length of wall sign is being affixed to)	
8d			The construction, dimensions, and weight of the sign and its supporting structures	
8e			The overall height and clearance of the sign	
8f			The proposed location of the sign in relation to the property lines, the building face, or the front of the building to which it is affixed	
8g			The manner and intensity of sign illumination	
8h			The size and location of other signs on the property	
8i			The location on the sign where the permit approval number for the sign and name and	

Note: This document does not replace the Land Use Planning and Development Act or its regulations.

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			contact information for the sign owner will be located	
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