



SIGN PERMIT APPLICATION

Applicant Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Do you own the building? \_\_\_\_\_

If you **do not** own the building:

Name of Building Owner: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

Street address of building: \_\_\_\_\_

**Attach a drawing of the sign with dimensions in inches; include the wording of the sign.**

Weight of the sign: \_\_\_\_\_

Dimensions and the weight of the sign's supporting structure: \_\_\_\_\_

The overall height of the sign in inches \_\_\_\_\_

Distance from the bottom of the sign to the finished grade (sidewalk) \_\_\_\_\_

Name and contact information for the person or company setting up, altering, or moving the sign.

\_\_\_\_\_

**Free-standing Signs: Attach** a drawing of the proposed location of the sign in relation to the lot boundaries.

**Awning, canopy, projecting and fascia signs: Attach** a drawing showing the proposed location of the sign on the building

Page 2 of Sign Application

If the sign is to be illuminated, **attach** a copy of the electrical permit.

Sign Permit Fees – Current Fees and Charges Bylaw takes precedence over the charges noted in this application.

All Sign Permit Fees \$110.00

In no case is the Corporation of the Village of Burns Lake responsible for any liability involving this sign. It is the responsibility of the sign owner to have in effect insurance coverage sufficiently covering any liability which may arise involving this sign.

Your Policy Holder: \_\_\_\_\_

Your Policy Number: \_\_\_\_\_

Your Insurance Company: \_\_\_\_\_

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
The Corporation of the Village of Burns Lake