

Sign Permit Application Checklist

Signs on private property

Township of Langley | Permits and Inspections

External Checklist

Project address: _____

The following checklist must be completed by the applicant and included with the sign permit application package.

Note: This may not be a complete list of requirements and other documentation may be required.

For signs that require engineering, particularly when under a development permit, it is suggested that the application be submitted with the colour renderings, site plan, and sign details so they can be reviewed for compliance prior to obtaining engineered documents.

<u>Applicable</u>	<u>N/A</u>	<u>Provided</u>	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Building Permit Application form and checklist, completed and signed
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Agent Authorization Form signed by owner and applicant (if applicable)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	site plan –show all existing and proposed signs, all buildings and clearly indicate all dimensions (refer to Sign Permit Application Guide)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	full colour drawings of proposed sign showing all sign dimensions and wall length (proposed and existing)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	elevation views of the building (photos can be submitted)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Schedule B – signed and sealed by Professional Engineer - Structural
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Schedule B – signed and sealed by Professional Engineer - Geotechnical
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	contractor’s business licence number _____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	lighting type details for illuminated signs
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	signs in Fort Langley - refer to Fort Langley Building Façade Design Guidelines (Section 4 - Signage)

It is the sole responsibility of the owner/agent to review all the project requirements before submitting the sign permit application and the applicable documents from the above-noted checklist.

Apply for your sign permit application online (tol.ca/buildingpermits). If you require assistance with submitting your application digitally, contact Permits, Licences and Inspections.

Last updated: January 2025