

Sign Permit Application Guide

Signs on private property

A sign permit is required for:

- any sign used for the purpose of business identification
- fascia, projecting signs, and awnings attached to a building
- any freestanding sign
- a copy change to an existing sign
- temporary signs and sandwich board signs located on private property
- refer to tol.ca/building for information on other projects requiring a permit

Note: Signs located on municipal property require a permit from the Engineering Department. Contact enginfo@tol.ca for more information.

Application

Applications for signs on private property are now accepted online tol.ca/buildingpermits. Submitting your application digitally is convenient and allows for a faster application process. If you require assistance with submitting your online application, please contact Permits, Licences and Inspections.

For signs that require engineering, particularly when under a development permit or land use contract, 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.

The applicant must provide:

- a Sign Permit Application form, completed and signed
- sign permit checklist
- site plan drawn to scale showing the size and location of all existing and proposed signage on the property
- full-colour drawings/construction details of the proposed sign(s)
- an Agent Authorization form signed by the owner (if applicable)
- contractors' business licence number
- Structural Engineering for free-standing and fascia signs (not required for foam letter fascia signs)
 - Schedule B, signed and sealed by a Professional Engineer
 - two sets of signed and sealed drawings showing the sign attachment detail
- Geotechnical Engineering for freestanding signs with a height greater than six feet
 - Schedule B, signed and sealed by a Professional Engineer
 - signed and sealed foundation drawings

Sandwich board sign design shall comply with the applicable heritage or development guidelines for the area in which it is proposed and comply with the Highway and Traffic Bylaw 2010 No. 4758 as amended for siting.

Site Plan

- property lines – lot shape, size, setbacks, dimensions, and scale
- civic address
- location of all buildings on the property
- location of all existing and proposed signage on the property
- location of tenancy
- north arrow
- streets labelled

Aerial photos and/or maps are not accepted as a site plan.

Drawings

All plans must be in full-colour, and the information submitted must be of an appropriate scale with sufficient detail to establish compliance with the BC Building Code and the bylaws of the Township of Langley. If you are unable to draw appropriate plans, then you must engage the services of a qualified person.

Elevation Drawings (for signs such as fascia, awnings, and blade):

- location of proposed signs
- location of windows and doors
- length of premise frontage
- heights and clearances
- sign dimensions
- scale

Photos may be submitted to represent the elevation views, provided the above-noted information is indicated.

Cross Section:

- foundation and structural details for freestanding signs
- illumination components
- anchorage and fastening details
- sign dimensions
- scale

Copy Change:

- sign dimensions
- sign area
- copy change area with dimensions
- scale

Sandwich Board:

- sign dimensions
- typeface and size of font
- construction materials used for the sign

Signs in Fort Langley

Section 4 (Signage) of the [Fort Langley Building Façade Design Guidelines](#) publication outlines a number of criteria to be reviewed for each sign permit application. Sign permit applications in the Fort Langley area must include the following information listed below, which will be reviewed for compliance with the Guidelines. The applicant must also provide documentation to state how the proposed signage complies with the sign guidelines for Fort Langley, including:

- type of Sign: Fascia Freestanding Sandwich
- number of signs: _____
- shape, size and location, including:
 - all dimensions of the proposed sign and where it will be located on the building
 - dimensioned sketch of the building's elevation(s) showing the sign's location
 - overall building width dimension
- material details (including finishes)
- method of attachment
- typeface
- colour (samples must be included)

Sign Permit Application Process

Once compliance with Municipal Bylaws and other applicable enactments has been demonstrated, a sign permit may be issued following receipt of payment of the appropriate permit fees and bonds.

The issuing of the permit may be delayed depending on:

- volume of applications
- the complexity of the project
- completeness of the application, including compliance with the applicable Zoning Bylaws and other bylaws, and the current edition of the BC Building Code

Note: Incomplete applications will not be accepted and will delay the issuance of the sign permit.

Prior to Issuance

Following the submission of the sign permit but prior to issuance, additional items or inspections may be required.

- No erection, alteration, enlargement, repair, or removal shall be commenced or undertaken without a permit first being obtained from Permits, Licences and Inspections.

Inspections

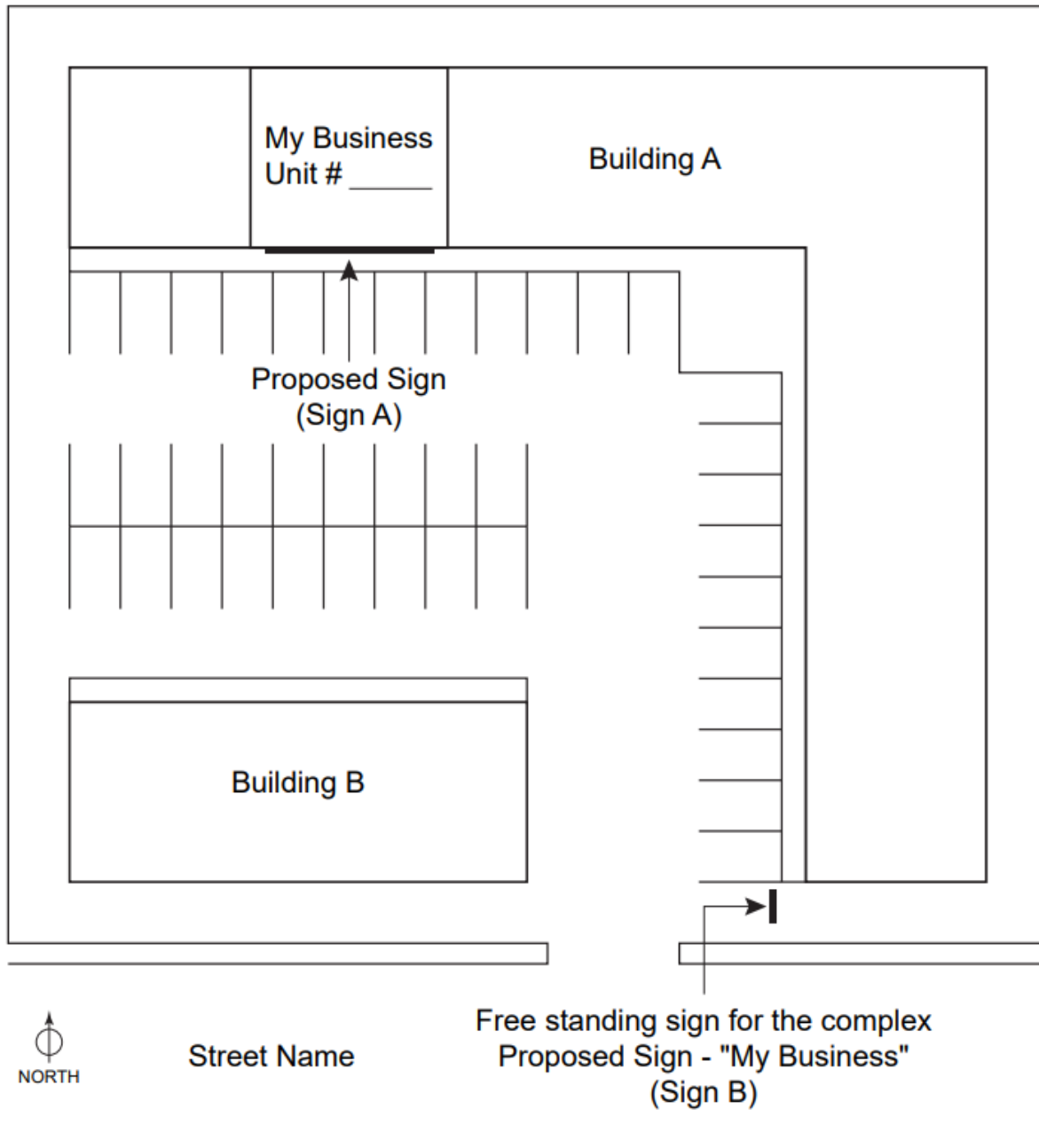
The following activities must occur during the course of construction:

- forms/siting inspection for free-standing signs
- final inspection must be requested by the owner, builder, or agent
- all work being inspected must be complete and ready prior to inspection

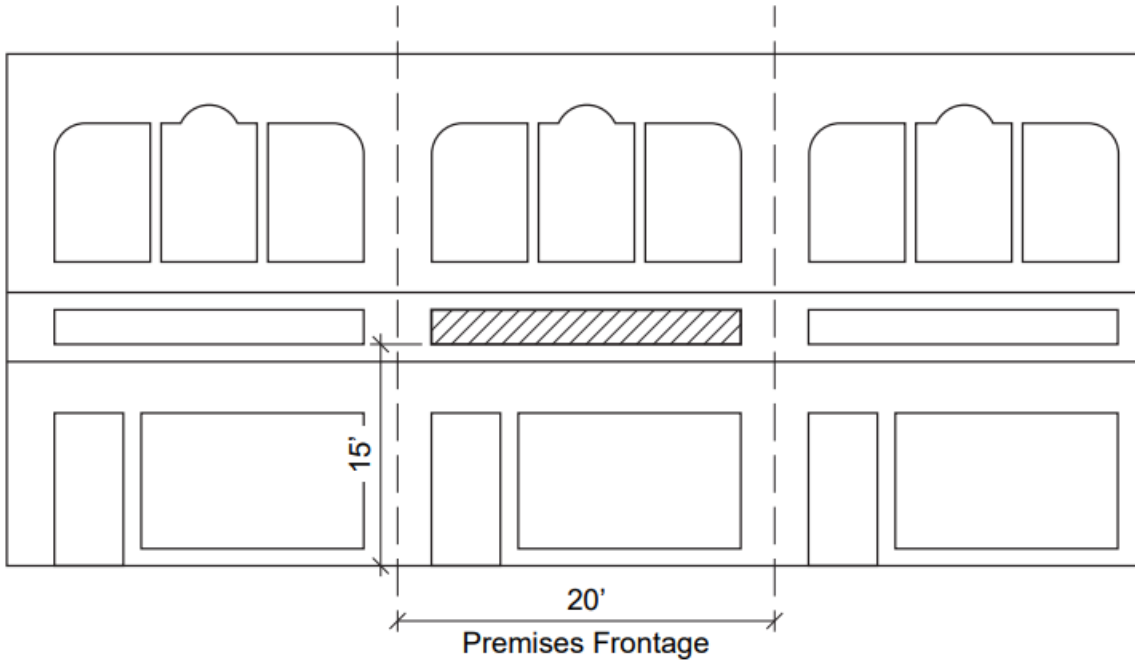
Last updated: January 2025

The following pages show site plan and drawing samples

Site Plan



Elevation



Building A