

Updated: May 25, 2011  
Created:

*This bulletin is for informational purposes only. Please be sure to consult the relevant City of Kelowna bylaw.*

## **PURPOSE**

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To inform staff, developers, builders, subcontractors, designers and sign companies with respect to the interpretation of the City of Kelowna Sign Bylaw No. 8235 and how it applies to electronic changeable copy signs.

## **BACKGROUND**

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Due to the increased number of requests to install electronic changeable copy signs in the City of Kelowna, and the lack of clarity of regulation in the Sign Bylaw applied to electronic changeable copy signs, this bulletin is intended to be an interim interpretation guide to approval of electronic changeable copy signs.

Policy for operation of Electronic Changeable Copy sign(s);

- The sign must comply with size limits of the Sign Bylaw for the zone in which the sign is located;
- There must be public service information included in a portion of the message that includes time, date, or temperature;
- The electronic changeable copy sign has to show a complete message for a minimum of one minute before the message can be changed;
- The change to the complete message cannot scroll, fade, wipe, or move in any way,
- The complete message cannot incorporate any moving letters, symbols, or change in intensity of illumination
- The electronic changeable copy sign cannot incorporate chasing borders letter, symbols or movement of any kind.

## **IMPLEMENTATION**

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The policy described in this information bulletin is to provide direction to applicants that currently have or intend to install electronic changeable copy signs and is effective immediately. This policy will remain until the Sign Bylaw is amended to address changeable copy signs regulation. A copy of this bulletin is to be attached to and form a part of the building permit application for the installation of electronic changeable copy signs.



- [Property Development Home](#)
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## Developer Applications & Permits

The following list of links and documents are intended for individuals who understand the City of Kelowna's property development and building process. For a more step-by-step look at residential, commercial or industrial development, please follow the appropriate link on the [property development](#) mainpage.

### Development Applications

Links	Downloads	Online Services
<ul style="list-style-type: none"> <li>▪ <a href="#">Form &amp; Character</a></li> <li>▪ <a href="#">Heritage</a></li> <li>▪ <a href="#">Environmental</a> <ul style="list-style-type: none"> <li>▪ <a href="#">Natural Environment</a></li> <li>▪ <a href="#">Hazardous Area</a></li> <li>▪ <a href="#">Hillside Development</a></li> <li>▪ <a href="#">Development Permit Waiver</a></li> </ul> </li> <li>▪ <a href="#">Development Variance Permit</a></li> <li>▪ <a href="#">Official Community Plan Amendment</a></li> <li>▪ <a href="#">Rezoning</a></li> <li>▪ <a href="#">Secondary Suites</a></li> <li>▪ <a href="#">Subdivision</a></li> <li>▪ <a href="#">Sustainability Checklists</a></li> </ul>	<ul style="list-style-type: none"> <li>▪ <a href="#">Development Application Form</a> </li> <li>▪ Development Permit Waiver Forms:                             <ul style="list-style-type: none"> <li>▪ <a href="#">Natural Environment</a> </li> <li>▪ <a href="#">Hazardous Condition</a> </li> </ul> </li> <li>▪ <a href="#">Development Permit Lapse</a> </li> <li>▪ <a href="#">Short Term Rentals</a> </li> <li>▪ <a href="#">Soil Deposit/Removal Bulletin</a> </li> <li>▪ <a href="#">Soil Deposit/Removal Application</a> </li> <li>▪ <a href="#">Landscape &amp; Irrigation Guide to Water Efficiency</a> </li> </ul> <p>Checklists:</p> <ul style="list-style-type: none"> <li>▪ <a href="#">Development Proposal Checklist</a> </li> <li>▪ <a href="#">Development Permit Waiver Checklist</a> </li> </ul>	<ul style="list-style-type: none"> <li>▪ <a href="#">Development Application Files</a> </li> <li>▪ <a href="#">Online Map</a> </li> </ul>

For additional information or to set up a meeting with City Planners, phone 250 469-8626

### Permits/Licences

Links	Downloads	Online Services
<ul style="list-style-type: none"> <li>▪ <a href="#">Building permits</a></li> <li>▪ <a href="#">Business licences</a></li> <li>▪ <a href="#">Heating &amp; Plumbing Permits</a></li> <li>▪ <a href="#">Liquor Licence</a></li> <li>▪ <a href="#">Sidewalk Cafes</a></li> <li>▪ <a href="#">Signs</a></li> <li>▪ <a href="#">Soil Deposit Permit</a></li> <li>▪ <a href="#">Tree Removal Permit</a></li> </ul>	<ul style="list-style-type: none"> <li>▪ <a href="#">Brochures</a></li> <li>▪ <a href="#">Bulletins</a></li> <li>▪ <a href="#">Checklists</a></li> <li>▪ <a href="#">Forms</a></li> </ul>	<ul style="list-style-type: none"> <li>▪ <a href="#">Approved Building Permits</a> </li> <li>▪ <a href="#">Monthly Building Permit Statistics</a> </li> </ul>

Permits & Licences are regulated through the Building & Inspections Division. For more information please call 250 469-8960

## Inspections

### Links

- [Inspections](#)
- [Inspectors Areas](#)

### Online Services

 [Inspection Requests](#)

To book an inspection please call 250 469-8960

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