

Checklist: Building Permit

Signs



Bulletin # 10-02
Updated: August 1, 2022
Created: June 2005

Purpose

This bulletin is to inform staff, developers, builders, subcontractors, designers, and business owners of the requirements when constructing a proposed business sign.

Requirements

Generally, all exterior signs require a specific sign permit (see Section 2.3 of the City of Kelowna Sign Bylaw for exceptions) which is separate from any building construction or tenant improvement permits.

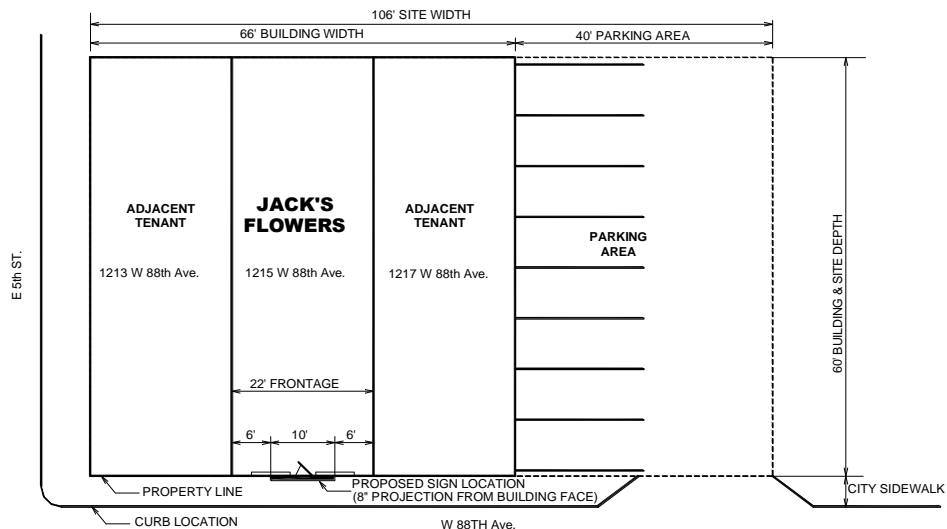
Apply in person or by representative to the Building & Permitting Branch on the 2nd Floor of City Hall (1435 Water St., Kelowna, BC). A sign permit application containing all the required documents noted below and conforming to the BC Building Code, City of Kelowna Zoning, & Sign Bylaws and all other applicable City Bylaws are commonly issued within 2 weeks.

This information is provided for your convenience only and it should be clearly understood that you must satisfy all applicable Zoning Regulations and ensure that the premises conforms to the B.C. Building Code and all Bylaws/Regulations of the City of Kelowna.

If any contradiction between this guide and the relevant Municipal Bylaws and/or applicable codes is found, such bylaw and/or codes shall be the legal authority.

- The Legal Description & civic address of the property along with current zoning.
- Completed Owner's Authorization Form signed by the property owner.
- Building permit fees are to be paid prior to issuance of the permit. Fees are based on the total size of the sign (m² or ft²) as per the City of Kelowna Development Application Fees Bylaw and will be calculated by our department.
- **Site Plan:** Two (2) copies of a dimensioned site plan showing:
 - The location of the building and the tenancy on the property,
 - The location of the proposed sign; and,
 - A north arrow, all property lines, labeled streets, & parking spaces.

Building and Permitting
1435 Water Street
Kelowna, BC V1Y 1J4
TEL 250-469-8960
FAX 250-862-3314
developmentservicesinfo@kelowna.ca



SITE AND FIRST FLOOR PLAN



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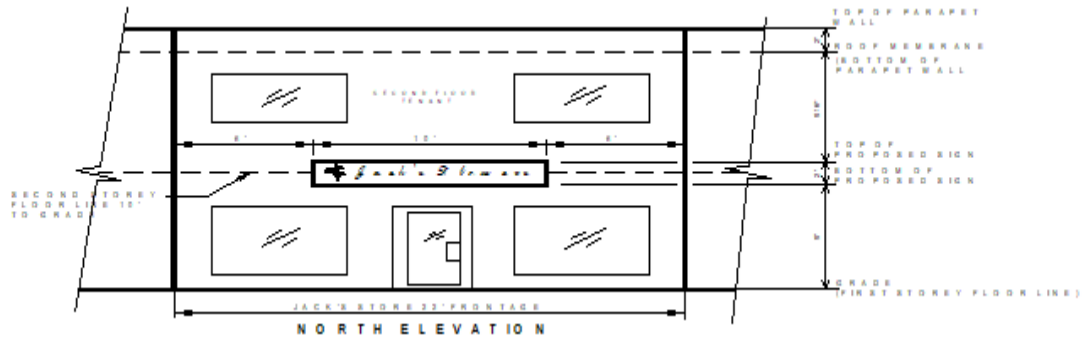
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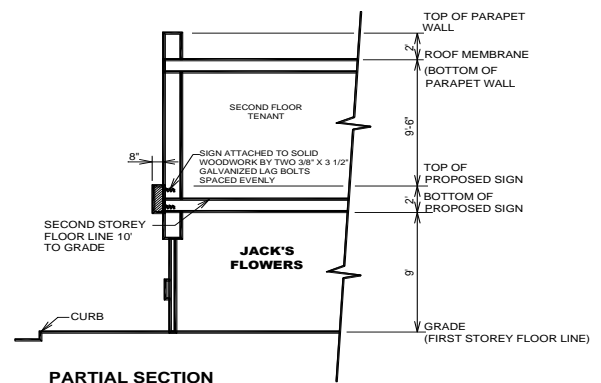
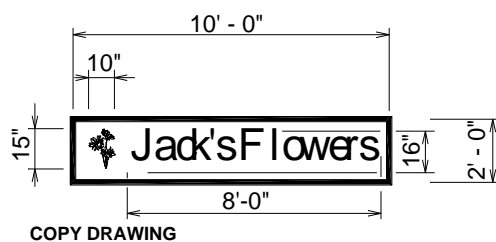
Updated: August 1, 2022

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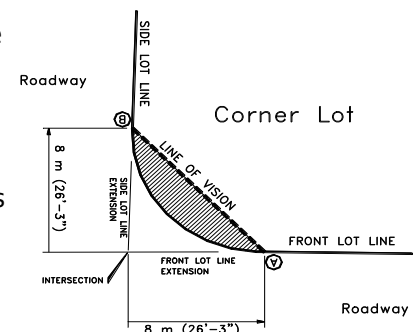
- **Elevations:** Two (2) copies of a dimensioned elevation drawings showing:
 - Location of the proposed sign with all windows and doors, including elevations of grade, floor, roof, and parapet.
 - Overall height and width of the tenancy space exterior elevation; and,
 - Distance from the grade to the underside of the proposed sign.



- **Sign Plan:** Two (2) copies of a drawing showing the exact dimensions, colour, size of lettering, wording, and graphics of the proposed sign.
- **Section:** Two (2) copies of a partial section taken at the location of attachment including grade, floor elevations, roof membrane, parapet wall, the planes of the walls, the projection of the sign, the curb etc.



- **Free-Standing Sign** applications must also include the location of the proposed sign in relation to all existing free-standing signs, the property lines and driveways. On a corner lot the sign shall not be located in the line of vision triangle. This triangle is determined by measuring 8m along the property line of each street and drawing an intersecting line between the two 8m points.



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- Other possible requirements:
 - A professional engineer registered in BC shall prepare and seal the structural design of the foundations, columns, and frames of the free-standing signs, awnings, canopies, or projecting signs, over public property*.

*As well as any other sign conditions where City Staff are specifically concerned with public safety or the structural integrity of the sign.

This information is provided for your convenience only and it should be clearly understood that you must satisfy all applicable Zoning Regulations and ensure that the premises conforms to the B.C. Building Code and all Bylaws/Regulations of the City of Kelowna.

Note: If you are unable to provide the above information, you should engage the services of a professional designer (sign company) or a registered professional familiar with the requirements of the British Columbia Building Code and the City of Kelowna Sign Bylaw.

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