

Section 5

Permits

5.1 Application

A permit is required for the construction, placement, erection, display, painting, alteration, repair, or relocation of a sign, and every applicant shall apply in writing to the Director of Development Services on the form provided, together with the requisite fee prescribed in Section 13.

5.2 Exemptions from Permit Requirement

5.2.1 A permit is not required for the following:

- (a) a change of copy for a sign authorized under a previous permit provided that, in the case of an awning sign, there is no change in the awning skin;
- (b) repainting or normal maintenance of a sign;
- (c) an official public notice;
- (d) a sign required by law;
- (e) one facia sign used for identification of the premises not exceeding 0.2 m<sup>2</sup> in area; except that for multiple dwellings, civic, institutional and religious buildings, the sign area may be increased provided the sign consists of individual letters not exceeding a vertical height of 300 mm or logos not exceeding a vertical height of 1.2 m;
- (f) one free-standing sign for identification or one bulletin board, not exceeding 1.2 m<sup>2</sup> in area and 1.8 m in height for a charitable, civic, educational, patriotic or religious organization, subject to compliance with yard and building requirements of the Zoning and Development By-law, with the exception that the sign may be located in the front yard but not in a required landscape setback area;
- (g) one sign for a charitable, civic, patriotic or religious purpose, not exceeding 2.5 m<sup>2</sup> in area and not displayed for more than 30 days;
- (h) [Reserved]
- (i) one sign used for directions at each entrance to a site or premises not exceeding 0.4 m<sup>2</sup> in area, or 1.2 m in height except as may be otherwise specified in the Schedules;
- (j) a sign not exceeding 0.2 m<sup>2</sup> in area which provides a warning;
- (k) one non-illuminated sign for the sale, lease, or rental of a property or premises not exceeding 0.56 m<sup>2</sup> in area and, if a free-standing sign, not exceeding 1.8 m in height, except as may be otherwise specified in the Schedules. Such a sign may be free standing or attached to a fence or hoarding or a building, but not above the roof line of the building to which it is attached;
- (l) one sign advertising architects, engineers or contractors involved in a construction project under permit, for the duration of the construction period, for each frontage and not exceeding 9.3 m<sup>2</sup> in area. Such a sign may be attached to a fence or hoarding;
- (m) one sign advertising the financing for a construction project under permit, for the duration of the construction period, for each frontage and not exceeding 3 m<sup>2</sup> in area. Such a sign may be attached to a fence or hoarding;
- (n) a sign for a civic election, health, safety or welfare campaign not exceeding 3.0 m<sup>2</sup> in area provided that it is free-standing, is installed on or after the official announcement date of a campaign and is removed within 14 days after the conclusion of a campaign;
- (o) a non-advertising commemoration plaque or cornerstone;
- (p) a sign located within a parking area subject to the following:
  - (i) the sign is located more than 7.5 m from any property line;
  - (ii) the sign copy contains parking information only with no third party advertising;
  - (iii) the maximum sign area of any individual sign shall not exceed the lesser of 2 m<sup>2</sup> or the maximum specified in the Schedules; and
  - (iv) the maximum height of free-standing sign shall not exceed 3 m;

- (q) a sign for identifying a parking area or parking garage subject to the following:
  - (i) a maximum of one free-standing sign at each vehicular entrance and at each site corner formed by intersecting streets, with a minimum spacing of 7.5 m between any of these signs;
  - (ii) a maximum of one non-illuminated portable sign at each vehicular entrance and exit, indicating the condition or availability of the parking area, not exceeding 1 m<sup>2</sup> in sign area and located entirely on private property;
  - (iii) a maximum collective sign area of 5 m<sup>2</sup> for all free-standing signs, but no individual sign area shall exceed the lesser of 2 m<sup>2</sup> or the maximum specified in the Schedule;
  - (iv) the sign copy containing parking information only, with no third party advertising;
  - (v) the height of a free-standing sign not exceeding 4.5 m;
- (r) a banner sign provided that:
  - (i) the banner sign is not secured on all four sides by a rigid frame or high-tension cables;
  - (ii) the banner sign does not exceed 2.0 m<sup>2</sup> in area in the districts regulated by schedules A and D or 4.0 m<sup>2</sup> in all other districts;
  - (iii) the vertical dimension of a banner sign exceeds the horizontal dimension by a ratio of at least 2:1, and
  - (iv) the clearance of a banner sign is not less than 2.75 m, except where:
    - (A) the sign does not encroach over a street; and
    - (B) the sign is guarded against access by vehicles or pedestrians so as not to present a hazard to the public;
- (s) a floating sign with a sign area less than 1 square meter, limited to one floating sign per barge, vessel or other structure.

### 5.3 Conditional Exemptions:

5.3.1 The following signs do not require a permit provided that within one week of their placement, erection or display, information concerning the sign location and construction is submitted on the form provided and is accompanied by the required fee as prescribed in Section 13.4:

- (a) a facia sign located in any district, except the HA-1 or HA-2 Districts, and provided that:
  - (i) it is not located on a designated heritage building or site;
  - (ii) it is installed only by a contractor licensed to install signs under the License By-law of the City of Vancouver;
  - (iii) it has a permanently affixed label identifying the installer's name and place of business in accordance with Section 14.1.3; and
  - (iv) it complies with either of the following:
    - (A) it is located within a facia sign band location authorized under a development permit, and in accordance with Sections 10.6.2(b)(i), (ii) or (iii), or
    - (B) it is the only sign installed on the front face of a premises and located on or in a one- or two-storey building in accordance with Section 10.6.

### 5.4 Information Required

5.4.1 No application shall be considered unless it is presented on the form available from the Department of Development Services, together with the application fee prescribed in Section 13.

5.4.2 Every applicant shall provide sufficient information to identify the site and any applicable improvements thereon, all existing signs, and the location, type, size, construction and cost of all proposed signs; the names and addresses of the manufacturer, contractor and owner of the proposed sign and premises, and any other information required by the Director.

5.4.3 Where the Chief Building Official has concern for the structural integrity of a proposed sign, he may require, as a condition of the issuance of any permit, that all drawings and specifications, or any part thereof, be prepared and sealed by, and the construction carried out under the supervision of, a professional engineer registered in the Province of British Columbia; and he may refuse to issue a permit until he is provided with a letter signed by the professional engineer undertaking to supervise the work authorized by such permit, or any part thereof as specified by the Chief Building Official, until it is completed.

**5.5 Approval, Refusal, Revocation**

5.5.1 The Director shall issue a permit if the application complies with all provisions of this By-law. Such permit shall expire if active work is not commenced within a period of 6 months from the date of its issuance.

5.5.2 The Director shall either approve or refuse a permit application within 90 days from the date of application, pursuant to this By-law.

5.5.3 The Director shall refuse to issue a permit for any sign if:

- (a) the proposed sign does not comply with the provisions of this By-law; or
- (b) the building on which the sign is to be located or attached is determined to be incapable of supporting the sign, or if the information submitted regarding the construction of the building is not sufficient to enable the Chief Building Official to adequately determine the capability of such building to give such support; or
- (c) the proposed sign would, in the opinion of the City Engineer, obstruct or otherwise interfere with any traffic control devices, or the safe driving visibility of motorists; or
- (d) an applicant has failed to provide the information required by Section 5.4.2 within 30 days of a request by the Director in writing.

5.5.4 The Director may refuse to issue a permit where the applicant is not licensed in the City of Vancouver to carry on the business of installing signs as required by the License By-law of the City of Vancouver.

5.5.5 The Director may revoke a permit in the following circumstances:

- (a) where there is a violation of any condition under which the permit was issued; or
- (b) where there is a violation of any provision of this By-law; or
- (c) if he is satisfied that such permit was issued by reason of incorrect, false, or misleading information furnished by the applicant; or
- (d) if the permit was issued in error.

5.5.6 The Director may revoke at any time a permit issued for a sign over any street or public property where, in his opinion, the sign interferes with or will interfere with:

- (a) the placement or use of equipment installed by the City or a utility company; or
- (b) the use of the street or public property; or
- (c) the visibility of any existing or planned traffic signal installations; or
- (d) the health or placement of a street tree

In such cases, the Director shall give notice of revocation to the property owner, including a time limit for removal as he deems advisable and thereafter all rights and privileges granted with respect to such sign shall be deemed to be cancelled and of no further effect. The sign shall be removed by the owner or lessee in accordance with Section 12.2 at no cost to the City.

5.5.7 The Director of Development Services may issue a decal confirming that a sign permit has been issued.