



Part One: Property Information

Civic Address: _____
Type of Occupancy: _____

Part Two: Applicant / Owner Details

Name: _____
Address: _____
City: _____ Postal Code: _____ Phone: _____
Email: _____
Applicant is the: Owner Tenant Designer / Contractor Other Authorized Agent

Property Owner (if different from applicant)

Name: _____
Address: _____
Phone: _____ Email: _____

If the registered owner is not the applicant, the owner must complete an Agent Authorization Form

Part Three: Proposed Sign Details

Sign Type: Billboard Building Directory Facia (Wall) Canopy/Awning
 Freestanding Projecting Exterior Window Under Canopy/Awning
 Sandwich Board Subdivision Other: _____

Description of proposed signage: _____

Sign Maker

Name: _____ Phone: _____

Sign Dimensions

	Sign Type	Sign Length	Sign High	Sign Width	Sign Area	Weight	Hight Above Sidewalk	Setback From Curb	Weight	Lighting / Illumination
1.										<input type="checkbox"/> Yes
2.										<input type="checkbox"/> Yes
3.										<input type="checkbox"/> Yes



All plans submitted must comply with the City of Revelstoke Zoning Bylaw No., Sign Bylaw No. 2054, Subdivision, Servicing and Development Bylaw No. and the current BC Building Code. All bylaws are available on the City of Revelstoke website at:

All applications are required to be submitted in person at the Development Services department in City Hall. Only complete applications will be accepted.

Digital files can be submitted with a permit number and address to development@revelstoke.ca

OFFICE USE	SUBMITTED	ITEM ID	SUPPORTING DOCUMENT	DETAILS
<input type="radio"/>	<input type="radio"/>		Agent Authorization Form (if applicable)	Written consent of all property owners, with one or more owners appointing an applicant to act as an agent for all purposes associated to the application
<input type="radio"/>	<input type="radio"/>		Application Fee	An application fee as outlined in the Fees and Charges Bylaw No. 2008 .
<input type="radio"/>	<input type="radio"/>		Sign Plan 8.5 x 11 or 11 x 17	A Sign Plans show the proposed signage drawn to scale in metric with dimensions. The site plan must contain: <ul style="list-style-type: none"> <input type="checkbox"/> Dimensions of the wall surface the proposed sign is to be attached with the proposed location of the signage <input type="checkbox"/> Dimensions of the sign and supporting members including the method of attachment and character of the structural members to which attachment is to be made <input type="checkbox"/> Materials
<input type="radio"/>	<input type="radio"/>		Colour Photographs	<input type="checkbox"/> At least three photos of the existing location showing the facade or building area where signage is proposed.
<input type="radio"/>	<input type="radio"/>		Site Plan	<ul style="list-style-type: none"> <input type="checkbox"/> North arrow, all property lines, labeled streets, driveways and parking spaces <input type="checkbox"/> The location of the building and the current tenancy on the property <input type="checkbox"/> Location of the proposed sign <input type="checkbox"/> Free signs must include the location of the proposed sign in relation to all existing property lines, driveways, buildings, structures and any other existing free-standing signs.
<input type="radio"/>	<input type="radio"/>		Others (if required)	Depending on the type and location of proposed signage, certain applications may require
<input type="radio"/>	<input type="radio"/>		Electrical Design	
<input type="radio"/>	<input type="radio"/>		Sealed Engineering Details	



**City of Revelstoke
Development Services**
216 Mackenzie Ave, Revelstoke, BC
250-837-3637 | building@revelstoke.ca

APPLICATION FORM APPOINTMENT OF AGENT

Property Information

Civic Address: _____

Project Description: _____

Agent

Name: _____ Phone: _____

Address: _____ City: _____ Postal Code: _____

Email address: _____

Application Type	Application Number
Building	
Plumbing	
Demolition	
Development	
Development Variance	
Subdivision	
Strata Conversion	
Site Profile	
Sign	
Rezoning	
OCP Amendment	
Other:	

I am the owner of the above referenced property and hereby authorize the above noted agent to represent me in the application(s) noted in the table above. I acknowledge that it is my responsibility as the Property Owner to ensure full compliance with the Building Code, the Zoning Bylaw, Building Bylaw and any other applicable legislation.

I hereby authorize the above noted agent to act on our behalf in all manners relating to the above noted applications. Any and all acts carried out by the agent on our behalf shall have the same effect as acts of our own. *All Property Owners must Sign Agent Authorization Form.*

Registered Owner Name: _____

Registered Owner Signature: _____ Date: _____

Registered Owner Name: _____

Registered Owner Signature: _____ Date: _____

Registered Owner Name: _____

Registered Owner Signature: _____ Date: _____