



**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](mailto: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 <a href="#">Fees and Charges Bylaw No. 2008</a> .   |
| <input type="radio"/> | <input type="radio"/> |         | Sign Plan<br>8.5 x 11 or<br>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"> <li><input type="checkbox"/> Dimensions of the wall surface the proposed sign is to be attached with the proposed location of the signage</li> <li><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</li> <li><input type="checkbox"/> Materials</li> </ul>         |
| <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"> <li><input type="checkbox"/> North arrow, all property lines, labeled streets, driveways and parking spaces</li> <li><input type="checkbox"/> The location of the building and the current tenancy on the property</li> <li><input type="checkbox"/> Location of the proposed sign</li> <li><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.</li> </ul> |
| <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](mailto:building@revelstoke.ca)

# APPLICATION FORM

## APPOINTMENT OF AGENT

| Property Information       |
|----------------------------|
| Civic Address: _____       |
| Project Description: _____ |

| Agent   |                    |                    |          |  |          |  |            |  |             |  |                      |  |             |  |                   |  |              |  |      |  |          |  |               |  |        |  |
|---|--------------------|--------------------|----------|--|----------|--|------------|--|-------------|--|----------------------|--|-------------|--|-------------------|--|--------------|--|------|--|----------|--|---------------|--|--------|--|
| Name: _____ Phone: _____  |                    |                    |          |  |          |  |            |  |             |  |                      |  |             |  |                   |  |              |  |      |  |          |  |               |  |        |  |
| Address: _____ City: _____ Postal Code: _____   |                    |                    |          |  |          |  |            |  |             |  |                      |  |             |  |                   |  |              |  |      |  |          |  |               |  |        |  |
| Email address: _____  |                    |                    |          |  |          |  |            |  |             |  |                      |  |             |  |                   |  |              |  |      |  |          |  |               |  |        |  |
| <table border="1" style="width: 100%; border-collapse: collapse; margin: 0 auto;"> <thead> <tr style="background-color: #cccccc;"> <th style="width: 20%; padding: 5px;">Application Type</th> <th style="width: 80%; padding: 5px;">Application Number</th> </tr> </thead> <tbody> <tr><td style="padding: 5px;">Building</td><td style="padding: 5px;"></td></tr> <tr><td style="padding: 5px;">Plumbing</td><td style="padding: 5px;"></td></tr> <tr><td style="padding: 5px;">Demolition</td><td style="padding: 5px;"></td></tr> <tr><td style="padding: 5px;">Development</td><td style="padding: 5px;"></td></tr> <tr><td style="padding: 5px;">Development Variance</td><td style="padding: 5px;"></td></tr> <tr><td style="padding: 5px;">Subdivision</td><td style="padding: 5px;"></td></tr> <tr><td style="padding: 5px;">Strata Conversion</td><td style="padding: 5px;"></td></tr> <tr><td style="padding: 5px;">Site Profile</td><td style="padding: 5px;"></td></tr> <tr><td style="padding: 5px;">Sign</td><td style="padding: 5px;"></td></tr> <tr><td style="padding: 5px;">Rezoning</td><td style="padding: 5px;"></td></tr> <tr><td style="padding: 5px;">OCP Amendment</td><td style="padding: 5px;"></td></tr> <tr><td style="padding: 5px;">Other:</td><td style="padding: 5px;"></td></tr> </tbody> </table> | Application Type   | Application Number | Building |  | Plumbing |  | Demolition |  | Development |  | Development Variance |  | Subdivision |  | Strata Conversion |  | Site Profile |  | Sign |  | Rezoning |  | OCP Amendment |  | Other: |  |
| Application Type  | Application Number |                    |          |  |          |  |            |  |             |  |                      |  |             |  |                   |  |              |  |      |  |          |  |               |  |        |  |
| Building  |                    |                    |          |  |          |  |            |  |             |  |                      |  |             |  |                   |  |              |  |      |  |          |  |               |  |        |  |
| Plumbing  |                    |                    |          |  |          |  |            |  |             |  |                      |  |             |  |                   |  |              |  |      |  |          |  |               |  |        |  |
| Demolition  |                    |                    |          |  |          |  |            |  |             |  |                      |  |             |  |                   |  |              |  |      |  |          |  |               |  |        |  |
| Development   |                    |                    |          |  |          |  |            |  |             |  |                      |  |             |  |                   |  |              |  |      |  |          |  |               |  |        |  |
| Development Variance  |                    |                    |          |  |          |  |            |  |             |  |                      |  |             |  |                   |  |              |  |      |  |          |  |               |  |        |  |
| Subdivision   |                    |                    |          |  |          |  |            |  |             |  |                      |  |             |  |                   |  |              |  |      |  |          |  |               |  |        |  |
| Strata Conversion   |                    |                    |          |  |          |  |            |  |             |  |                      |  |             |  |                   |  |              |  |      |  |          |  |               |  |        |  |
| Site Profile  |                    |                    |          |  |          |  |            |  |             |  |                      |  |             |  |                   |  |              |  |      |  |          |  |               |  |        |  |
| Sign  |                    |                    |          |  |          |  |            |  |             |  |                      |  |             |  |                   |  |              |  |      |  |          |  |               |  |        |  |
| Rezoning  |                    |                    |          |  |          |  |            |  |             |  |                      |  |             |  |                   |  |              |  |      |  |          |  |               |  |        |  |
| OCP Amendment   |                    |                    |          |  |          |  |            |  |             |  |                      |  |             |  |                   |  |              |  |      |  |          |  |               |  |        |  |
| Other:  |                    |                    |          |  |          |  |            |  |             |  |                      |  |             |  |                   |  |              |  |      |  |          |  |               |  |        |  |
| <p>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.</p> <p>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. <i>All Property Owners must Sign Agent Authorization Form.</i></p>   |                    |                    |          |  |          |  |            |  |             |  |                      |  |             |  |                   |  |              |  |      |  |          |  |               |  |        |  |
| Registered Owner Name: _____  |                    |                    |          |  |          |  |            |  |             |  |                      |  |             |  |                   |  |              |  |      |  |          |  |               |  |        |  |
| Registered Owner Signature: _____ Date: _____   |                    |                    |          |  |          |  |            |  |             |  |                      |  |             |  |                   |  |              |  |      |  |          |  |               |  |        |  |
| Registered Owner Name: _____  |                    |                    |          |  |          |  |            |  |             |  |                      |  |             |  |                   |  |              |  |      |  |          |  |               |  |        |  |
| Registered Owner Signature: _____ Date: _____   |                    |                    |          |  |          |  |            |  |             |  |                      |  |             |  |                   |  |              |  |      |  |          |  |               |  |        |  |
| Registered Owner Name: _____  |                    |                    |          |  |          |  |            |  |             |  |                      |  |             |  |                   |  |              |  |      |  |          |  |               |  |        |  |
| Registered Owner Signature: _____ Date: _____   |                    |                    |          |  |          |  |            |  |             |  |                      |  |             |  |                   |  |              |  |      |  |          |  |               |  |        |  |