

# SIGN PERMIT APPLICATION

A GUIDE TO THE CITY APPROVALS PROCESS IN BURNABY

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## Introduction

The City of Burnaby has prepared this brochure to assist you in understanding the City's Sign Permit Application procedure. Upon review of the material, anyone interested in submitting a sign application package is encouraged to contact the Planning and Development Department ([planning@burnaby.ca](mailto:planning@burnaby.ca)) for further information.

## What is a sign?

As defined in the Burnaby Sign Bylaw, a sign is any structure or advertising device, visible from any street, which is used to attract the attention of the general public. Signs can be placed in a variety of locations such as on an awning, canopy, face of a building (fascia), window, or on their own as a free-standing sign.

## When is sign approval required?

Anyone interested in placing a sign on a property is encouraged to contact a Sign Bylaw Technician to determine if approval from the Development and Urban Design Department is required.

Several factors determine if a sign approval process is necessary:

- The Burnaby Sign Bylaw establishes specific regulations for different types of signs that may be placed or erected on a property. The zoning of the property determines what portion of the Sign Bylaw applies to a site.
- In the case of developments within a Comprehensive Development (CD) District, there may be a Comprehensive Sign Plan (CSP) in place. The CSP determines location, quantity, size and sign parameters to be adhered to.

## What is a Master Sign Plan?

When a large, multi-phased Master Plan Rezoning is applied for through the Planning and Development Department, a major project may be eligible for a Master Sign Plan (MSP). The MSP documents and drawings constitute a site specific Bylaw that sets the sign standards for all subsequent stages of development. A MSP can vary the Sign Bylaw in all aspects. However, the Planner most familiar with the project works with the Developer to create a sign plan aesthetically appropriate considering the scope, size and purpose of the project. A Comprehensive Sign Plan (CSP) for each phase of development is created by taking the signage opportunities set in the MSP and applying them to each specific phased site.

## What is a Comprehensive Sign Plan?

A Comprehensive Sign Plan (CSP) is required when a rezoning application is applied for through the Planning and Development Department. The CSP documents and drawings set the location, quantity, size and parameters that all signs on the site must adhere to – while also upholding the requirements of the Burnaby Sign Bylaw or Master Sign Plan (MSP) where applicable. A CSP may vary the location of the signs on the site, but cannot increase the number of signs permitted under the Burnaby Sign Bylaw.

# Sign Approval Process

## Stage I: Pre-Application Review

Prior to submitting an application for sign approval, it is recommended that you contact a Sign Bylaw Technician to discuss your options and help you compile an acceptable Sign Application Package. The Technician will review your drawings and necessary paperwork for accuracy and completeness prior to application submission.

## Stage II: Sign Application Submission

The following is a list of documents and drawings typically required in a Sign Application Package. When all of the necessary documents and drawings have undergone a pre-application review, PRINT OUT the following and submit them as a complete package. We do not accept electronic applications at this time. Applications can be dropped off at City Hall, mailed in, or sent by courier.

1. PPA Sign Application Form, to be completed by a Sign Company who is licenced in Burnaby.
2. Two colour sets (on 11" x 17" paper) of the site plan with all proposed signs notated.
3. Two colour sets (on 11" x 17" paper) of elevation drawings with all proposed signs notated.
4. Two colour sets (on 11" x 17" paper) of shop drawings with text, colour, dimensions and electrical detail.
5. \*Two printed sets (on 11" x 17" paper) of Engineer stamped drawings of attachment detail including projection from building face when applicable and design criteria – ORIGINAL DOCUMENTS REQUIRED. Please note: All Engineer stamped drawings must include a statement reflecting that all structural loads imparted by anchoring the proposed sign to the base building can be transferred without reducing the existing structural capacity of the building and without overstressing any building and attachment elements.
6. \*Letter of Assurance Schedule B (from your Engineer)  
ORIGINAL DOCUMENTS REQUIRED.  
Please note: Modifying the Schedule B by changing the wording from "building" to "signage" is not acceptable. Adding the word "sign" is not acceptable except in the "Name of Project" line. The Letter of Assurance pertains to the building integrity and its ability to support the signage load.
7. Consent to Construction Form:  
Signed by the property owner allowing the tenant requiring the sign to complete the Owners Undertaking Schedule F.
8. Owners Undertaking Schedule F:  
Signed by the Tenant requesting the sign. If the property owner requires the sign, they will complete this form and no Consent to Construction is required.
9. Building Department Agent Authorization Form:  
Signed by the Tenant and the Sign Company. This is how the Tenant appoints their Sign Company as the Agent to act on their behalf.

**\*Engineer stamped and sealed drawings may not be required for all sign installations. Please contact a Sign Bylaw Technician for clarification.**

If the sign is illuminated, the Sign Application Package must also include:

1. Electrical Permit Application form indicating the total number of circuit or transformer connections for all signs proposed. Electricians must be licenced in the City of Burnaby and fully qualified. A separate electrical permit may be required to bring power from the source.

If the sign is freestanding, the Sign Application Package must also include:

1. Engineer stamped drawings.

If the sign is a canopy or awning sign projecting into a street right-of-way:

Several factors are considered on a case by case basis. Please contact a Sign Bylaw Technician.

Provide the following information for fees:

1. Estimated value of construction. This is the total current monetary worth of all construction or work related to the manufacturing and installation of the sign/signs.
2. Number of electrical circuits or transformers required for each illuminated sign.

### **Stage III: Proposal Review and Approvals**

Once a complete Sign Application Package has been accepted, the Sign Bylaw Technician prepares the application for final Planning and Development Department and Building Division Approvals. When authorized signatories from both Department Sections approve the proposal, permits are issued. A copy of the approved drawings and permits are now sent to the Applicant. Sign fabrication and installation as per the approved drawings can now be completed.

### **Stage IV: Inspections and Permit Completion**

In order to complete your sign application and close the permits, the following documents may be required:

1. For sign applications requiring Engineering:  
A Schedule C-B Assurance of Professional Field Review and Compliance by the Engineer who completed the Schedule B – ORIGINAL DOCUMENT REQUIRED.
2. For illuminated signs:  
An Electrical Declaration form completed by the Electrician on the permit.

3. For freestanding signs:  
A forms inspection is to be done prior to the base being poured. Original copies of an Engineer's field memo and the BCLS certificate are required prior to booking the forms inspection. Once this inspection has been passed, the remainder of the installation can occur.

Any further requirements for permit completion will be discussed prior to application.

### **For Further Information**

For more specific information, contact:

Planning and Development Department:  
T: 604-294-7400  
E: [planning@burnaby.ca](mailto:planning@burnaby.ca)

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Planning and Development Department  
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This brochure is meant to act only as a general guide. Please consult the Community Charter, Local Government Act, Burnaby Zoning Bylaw, Burnaby Sign Bylaw, and other bylaws for definitive requirements and procedures. While every care is taken in the preparation of this brochure, the City of Burnaby assumes no responsibility or liability in respect to its contents. This brochure is intended as a guide only and is not a legal document. The public is advised to review the applicable legislation and bylaws and conduct its own enquiries with City staff.



PLANNING AND DEVELOPMENT DEPARTMENT