

## ⇒ AWNINGS

## ⇒ SIGNAGE (in Area B only)

Submit this completed checklist with your Building Permit application form for:

- New Awnings
- New/changed Signs\*

\*which do not require a Development Permit and is located outside of the Downtown Area

Address: \_\_\_\_\_

Type of Occupancy (restaurant, retail, office, home office, etc): \_\_\_\_\_

➔ Building plans submitted **must** comply with the current BC Building Code (BCBC), The City of Nelson Zoning Bylaw, Building Bylaw and Off-Street Parking and Landscape Bylaw.

**It is the responsibility of the Property Owner to ensure all regulations and requirements are met.**

➔ Please refer to the City of Nelson **Sign Bylaw No. 2027** and **Official Community Plan Bylaw No. 3247** for information on requirements.

Bylaws are available here: [www.nelson.ca/bylaws](http://www.nelson.ca/bylaws)

➔ **UPON REVIEW OF YOUR APPLICATION FURTHER INFORMATION MAY BE REQUIRED.**

## ➔ COMPLEX COMPONENTS/DESIGN

Where construction is deemed by the Building Official to be of a complex nature, Structural Engineering may be required. **Sealed drawings and Schedules or Letters of Assurance will be required.**

Continued over →

## SIGNS

*Types of signs include:*      **Wall (fascia)**      **Canopy**      **Awning (screen-printed)**      **Free-standing**  
    **Projecting**     **Suspended**     **Exterior Window sign/decals**

DETAILS OF PROPOSED NEW SIGN(S)						
TYPE OF SIGN	SIGN WIDTH	SIGN HEIGHT	HEIGHT ABOVE SIDEWALK (TO BOTTOM OF SIGN)	SETBACK FROM CURB	BUILDING FRONTAGE/WIDTH *	LIGHTING/ILLUMINATION
1.						
2.						
3.						

\*The width of the building facade that is occupied by a business.

### REQUIRED DOCUMENTATION TO ACCOMPANY APPLICATION : (choose option 1 or 2 based on the Value of New Sign(s) section above)

**These documents must be provided with your application:**

- GRAPHIC REPRESENTATION SHOWING DESIGN, COLOUR, LOCATION + CURRENT PHOTO
- CONSTRUCTION PLANS (TO SCALE) INCLUDING CROSS-SECTION OF SIGN AND ATTACHMENTS TO BUILDINGS OR SURFACES
- SPECIFICATIONS (MATERIALS, MATERIAL THICKNESSES, WEIGHT, BOLT SIZE, WALL CONSTRUCTION (IE: CONCRETE BLOCK) ETC.)

**The following may also be required :**  
(Applicant will be advised once review begins)

- ENGINEERING FOR STRUCTURAL AND/OR ATTACHMENT

## AWNINGS

DETAILS OF PROPOSED AWNINGS				
	LOCATION	WIDTH	HEIGHT *	SETBACK FROM CURB
1.				
2.				

\* The height of an awning is measured from the ground to the lowest point of the awning's structural support.

### SUPPORTING DOCUMENTATION:

**Required Documents :**  
(please check boxes)

- GRAPHIC REPRESENTATION SHOWING DESIGN, LOCATION + CURRENT PHOTO
- MATERIAL INFORMATION/SAMPLES
- CONSTRUCTION PLANS (TO SCALE) INCLUDING CROSS-SECTION OF AWNING AND ATTACHMENTS TO BUILDING
- SPECIFICATIONS (MATERIALS, MATERIAL THICKNESSES, WEIGHT, BOLT SIZE, WALL CONSTRUCTION (IE: CONCRETE BLOCK) ETC.)

**The following may also be required :**  
(Applicant will be advised once review begins)

- ENGINEERING FOR STRUCTURAL AND/OR ATTACHMENT TO BUILDING

**Complete the "Signs" section to add signage/decals**

OFFICE USE ONLY	FILE #
Form Completed	

Form updated 2016-02-22