



DP #: _____

Signage Development Permit Application Form

This application is required for signs on buildings in both the institutional campus and the neighbourhoods. In the institutional campus, it applies to the following exterior building signs:

- Dimensional Building Name Sign – Primary Entrance (B5) and Secondary Entrance (B6)
- Dimensional Tenant Name Sign (B7)
- Commercial Tenant Signage (B9)
- Custom Building Signage (B10)
- Gateway and Boundary Signage (G2 and G3)
- Temporary Banners on Structures

Please refer to [UBC's Wayfinding: Exterior Signage Standards and Guidelines](#) for guidance on sign typology.

For commercial signage in neighborhoods, Comprehensive Sign Guidelines for buildings are encouraged. A Development Permit is not required for commercial sign proposals that comply with a building's Comprehensive Sign Guidelines. A permit is required for signs that vary from the Sign Guidelines or for signs on buildings without Comprehensive Sign Guidelines.

Please submit the completed Application Form and associated documents to Development.Projects@ubc.ca.

Project Information				
Project Address:				
Building Name:				
Application Type: <i>(Select all that apply)</i>		<input type="checkbox"/> Permanent Exterior Building Signs – Institutional		Any variance(s) requests? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>(If yes, list variances requested from applicable Sign Guidelines and rationale on cover sheet)</i>
		<input type="checkbox"/> Permanent Exterior Commercial Signs - Neighbourhood		
		<input type="checkbox"/> Comprehensive Sign Guidelines for Buildings – <i>new or amendment</i>		
		<input type="checkbox"/> Temporary Banners on Structures		
		<input type="checkbox"/> Gateway and Boundary Signage		
Project Description: <i>(Rational for signs, number of signs, sign type, location, etc.)</i>				

Applicant Information (authorized agent):

Contact name:				
Mailing address:				
City:			Postal Code:	
Email:			Phone:	

Sign Contractor Information:

Contact Name & Company Name:				
Email:			Phone:	

Permit Fee: (refer to page 2 for Development Permit Fee Schedule)

Permit Fee:			Amount Enclosed:		
Payment by:	<input type="checkbox"/> Cheque - All fees may be paid by cheque payable to "University of British Columbia".				
	<input type="checkbox"/> Cash or Credit Card – Must be made in person at the Campus and Community Planning Office				
	<input type="checkbox"/> PS Project #:			<input type="checkbox"/> Work Order#:	
	<input type="checkbox"/> Primary Work Tag #:			<input type="checkbox"/> ISD#:	

Signature:

I, THE AUTHORIZED AGENT, GIVE CONSENT FOR CAMPUS & COMMUNITY PLANNING TO POST DIGITAL DRAWINGS AND SUPPORTING TEXT FOR PUBLIC VIEWING ON THEIR WEBSITE.

I HEREBY AGREE THAT I WILL COMPLY WITH ALL RULES, BYLAWS, REGULATIONS AND POLICIES OF THE UNIVERSITY OF BRITISH COLUMBIA AND ALL OTHER STATUTES, RULES, BYLAWS, POLICIES AND REGULATIONS OF OTHER AUTHORITIES IN FORCE AT THE UNIVERSITY OF BRITISH COLUMBIA RELATING TO THE WORK, UNDERTAKING OR PERMISSION IN RESPECT OF WHICH THIS APPLICATION IS MADE AND THAT I WILL INDEMNIFY AND SAVE HARMLESS THE UNIVERSITY OF BRITISH COLUMBIA, ITS OFFICIALS, EMPLOYEES AND AGENTS FROM ALL CLAIMS, LIABILITIES, JUDGEMENTS, COSTS OR EXPENSES OF EVERY KIND, INCLUDING NEGLIGENCE, IN RESPECT OF ANYTHING DONE OR NOT DONE IN CONSEQUENCE OF ANY PERMISSION, PERMIT OR LICENSE ISSUED AS A RESULT OF THE APPLICATION OR THE FAILURE TO OBSERVE COMPLETELY ALL STATUTES, RULES, BYLAWS, POLICIES AND REGULATIONS RELATING TO ANY WORK OR UNDERTAKING IN RESPECT OF WHICH THIS APPLICATION IS MADE.

Signature of Applicant/Authorized Agent

Date

Fee Schedule: (check all that apply)

<input type="checkbox"/>	Permanent Exterior Building Signs – Academic	\$210	<input type="checkbox"/>	Comprehensive Sign Guidelines – New	\$420
<input type="checkbox"/>	Permanent Exterior Commercial Signs – Neighbourhood	\$210	<input type="checkbox"/>	Comprehensive Sign Guidelines – Amendment	\$210
<input type="checkbox"/>	Gateway and Boundary Signage	\$210	<input type="checkbox"/>	Temporary Banners on Structures	\$210

All fees must be paid prior to the issuance of a development permit.

Signage Development Permit Application Checklist**Document Submission Requirements**

Application Form	• A Development Permit Application Form must be completed and signed at time of submission	<input type="checkbox"/>
Application Fee	• Payment of application fee is required	<input type="checkbox"/>
Written Description	• A description of the project, outlining the proposal, site context and rationale for each sign	<input type="checkbox"/>

Drawing Requirements

One unsealed digital set, drawn to scale in **metres** (PDF format). **All text and dimensions must be legible on 8 ½" x 11" set.**

Context Plan	• Plan showing the relationship of the building or site to surrounding developments at front, rear and sides	<input type="checkbox"/>	
Site Plan	• Address (if available) • Street name(s) • Dimensions of site • North arrow	• Surrounding building names • Proposed sign location and intended viewing angles • Building outline • Subject unit outline	<input type="checkbox"/>
Photos	• Digital photos of existing building highlighting any existing signs, the proposed new sign locations, subject unit and surrounding context • For Boundary and Gateway signage: provide site photos showing proposed location	<input type="checkbox"/>	
Existing Signage (if applicable)	• Indicate the location, dimensions, and sign area of all existing signage for subject commercial unit or academic building. Indicate if signage is to remain or be removed	<input type="checkbox"/>	
Proposed Signage	• Detailed drawings of proposed signage identifying sign type, dimensions, calculations of sign area, description of materials, colors, font types and spacing, mounting details, treatment, illumination details, plus any additional information needed to evaluate the proposed signs, such as renderings	<input type="checkbox"/>	

Additional Documents (as-needed)

Utility Plan	• For Boundary and Gateway Signage: provide a Utility Plan Site Plan showing the adjacent existing utility lines, clearances between the proposed sign and existing utility lines (sign off by Utilities required prior to DP issuance)	<input type="checkbox"/>
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