



Permanent Sign Structure

Town of Quispamsis
12 Landing Court
Quispamsis, NB E2E 4R2
Phone 506-849-5778
Fax 506-849-5799

Email: inspections@quispamsis.ca
Website: www.quispamsis.ca

*Note: A Separate Application is required for each sign requested.

Permit No. _____

PROPERTY OWNER <input type="checkbox"/> APPLICANT					
NAME			NAME		
ADDRESS			ADDRESS		
HOME NUMBER		HOME NUMBER		HOME NUMBER	
CONTRACTOR <input type="checkbox"/> APPLICANT					
NAME			EMAIL		
ADDRESS			POSTAL CODE		
HOME PHONE		WORK PHONE		CELL PHONE	
PROJECT LOCATION					
Civic No.	Street Name		PID		
Lot No.	Subdivision Name		Corner Lot	<input type="checkbox"/> Yes	<input type="checkbox"/> No
PROJECT DETAILS					
Type of sign:	<input type="checkbox"/> Free Standing	<input type="checkbox"/> Fascia	<input type="checkbox"/> Canopy	Other:	
Is the sign attached to a building?		<input type="checkbox"/> Yes	<input type="checkbox"/> No	Is the sign illuminated?	
				<input type="checkbox"/> Yes	<input type="checkbox"/> No
Total number of signs on the property:			Total area of the signs on the property		
Estimated Construction Cost:			Expected Completion Date:		
TERMS & CONDITIONS					
By signing, the owner/applicant hereby make application to 'Construct, alter, remodel, repair, place as described above and in accordance with attached plans and specifications.					
<ul style="list-style-type: none"> - I acknowledge my understanding that the foregoing is an application only, and until a permit has been issued by the Building Inspector and received by me, no part of the intended work shall be undertaken. - I am aware of the requirements and I undertake to carry out the intended work in compliance of the Building By-law, the Zoning By-law and any other applicable by-laws of the Town. - I am also aware that this permit expires one year from the date of the issuance of the Building Permit and all work must be completed within one year of the date of the permit. - I understand that if my proposed work in any way does not meet the requirements of the aforementioned by-laws, I must request in writing a variance of the particular by-law from the Planning Advisory Committee. Until such variance has been granted by that body in writing, I will not commence any work. 					
<input type="checkbox"/> I have read and agreed to the aforementioned terms and conditions					
Signature of Applicant			Date		
Signature of Property Owner <i>(if different from applicant)</i>					

This information is being collected in order for the Town of Quispamsis to accept plans and specifications, issue a permit, perform inspections, etc. for such work described in Building By-law No.55. Information contained herein will be used to communicate with the relevant Project Contacts, i.e. contractors, engineers, electricians, plumbers, provincial departments. It may also be circulated to other Municipal Departments to be used for strategic planning purposes.

The legal authority for collecting this information is found in Section 59 of the Community Planning Act, Building Bylaw No.55 and the Right to Information and Protection of Privacy Act.

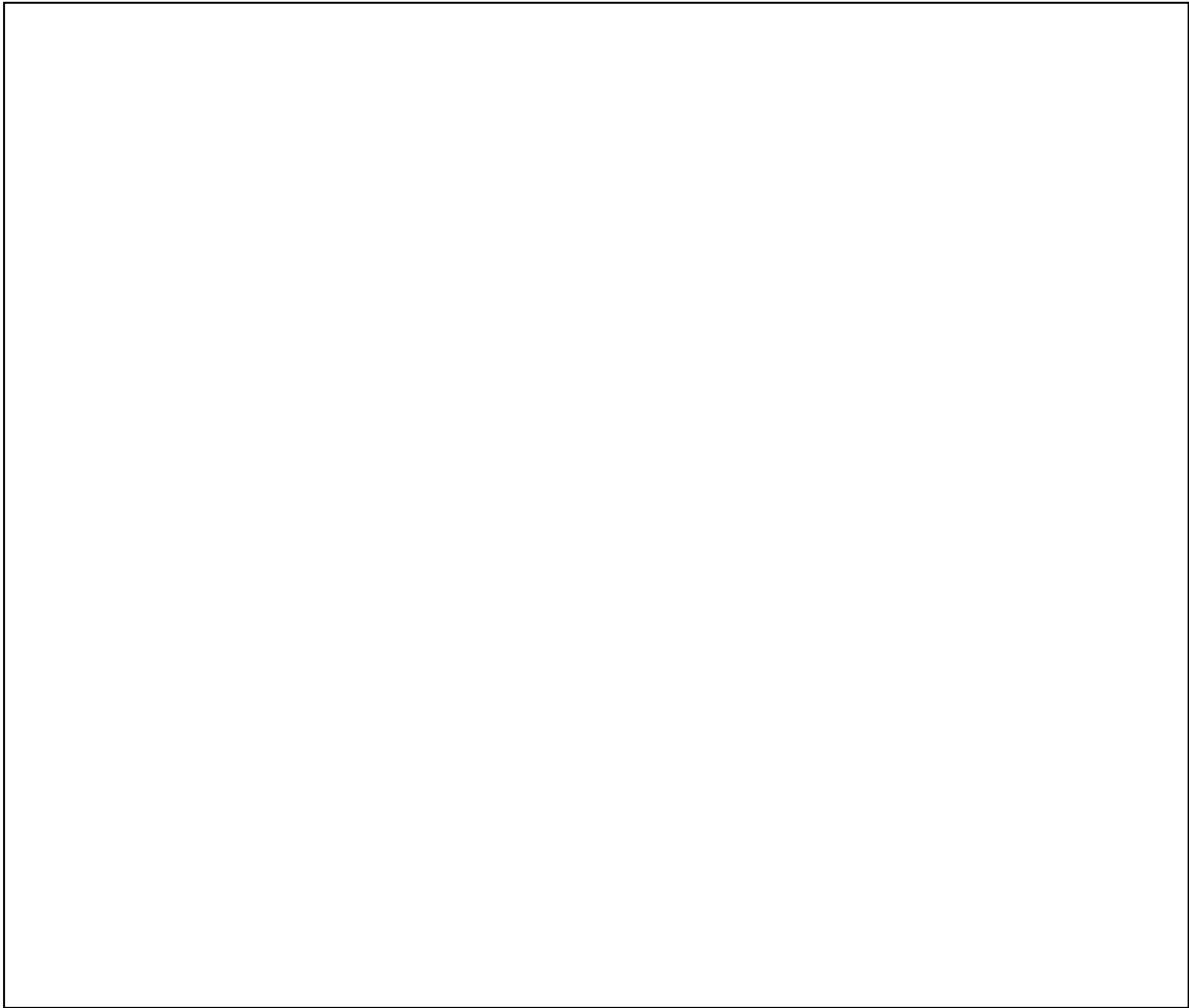
For further information or questions regarding the collection of information, please contact the Building Inspector for the Town of Quispamsis at (506) 849-5741.

Site Plan / Elevation

Submit sign detail drawings complete with the following:

- Size of Sign
- Height from Ground to Bottom of Sign
- Height from Ground to Top of Sign

Freestanding: Show location of proposed sign on lot with setbacks from all property lines and street names. Show also all of the dimensions of the sign.



SCHEDULE "B"
LICENSE AGREEMENT – SANDWICH BOARD SIGN

The Town of Quispamsis grants to the undersigned Licensee the right, revocable at will by the Town of Quispamsis on twenty-four hours notice, to place, during business hours only, one sandwich board sign not more than one (1) square metre per sign face in area nor more than one decimal two (1.2) metres in height on that portion of the street immediately abutting the building, premise or parcel at _____ in the Town of Quispamsis.

The Licensee hereby agrees:

28. To Place the sandwich board sign in front of the business to which the sign pertains, at least zero decimal three one (0.31) metres from the curb, to allow a minimum one decimal eight (1.8) metres wide unobstructed pedestrian corridor between the sign and the adjacent street appurtenance, landscaping feature, building or any other structure and so as to minimize disruption of and danger to pedestrians using the sidewalk or walkway on which the sign is situated;
29. To weight, design and construct the sign sufficiently to prevent it being moved by wind;
30. To remove the sandwich board sign and refrain from placing it on the highway upon being directed in writing to do so by the Building Inspector;
31. To indemnify and save harmless the Town, its officers, employees and elected and appointed officials, from and against all actions, proceedings, claims and demands by any person and to reimburse the Town for all damages and expenses caused or contributed to by the negligence or other fault of the Licensee, its servants or agents in respect of anything done pursuant or ostensibly to by the placement of the sandwich board sign on the highway;
32. To purchase and maintain in place a policy of public liability insurance in the amount of at least two million dollars, insuring the Licensee and the Town as a named insured in respect of claims for personal injury and death and property damage that is directly or indirectly caused by or attributable to the placement of a sandwich board sign under this license, and to provide a copy of such policy to the Town prior to erecting said sign within the Town road right-of-way (street). A copy of the public liability insurance policy is to be attached to this License Agreement; and
33. To obtain a Sign Permit for the sandwich board sign.

Signed for the Town of Quispamsis

Date

Licensee Signature

Date

Please Print Name and Address (of Licensee)

PART II - SIGN PERMITS

4. PERMIT REQUIREMENT

- A. Except as provided in Part I - Subsection 3(D), no owner or occupier shall erect, place, display, alter, move or otherwise permit a sign unless a sign permit has been issued in accordance with the provisions of this By-law.

5. PERMIT APPLICATION

- A. Every application for a sign permit shall be made on the application form set out in Schedule "A" attached to and forming part of this bylaw and shall be signed by an owner or the owner's duly authorized agent. Every application for a sign permit shall be accompanied by:
 - (1) The sign permit application fee as set out in this by-law. No permit fee paid under this by-law shall be refundable;
 - (2) Two (2) copies of a plan or plans of the proposed sign drawn to scale;
 - (3) A listing of the materials and specifications (including colours) of the sign;
 - (4) A site plan showing the proposed location of the sign in relation to the building and the boundaries of the lot upon which it is to be situated;
 - (5) The size and location of all existing signs on the premises;
 - (6) The clearance and maximum height of the sign;
 - (7) Structural and footing details of the sign and sign base;
 - (8) The total value of the proposed work, including the costs of labour and material for the manufacture and installation of the sign;
 - (9) Any other information required by the Building Inspector to evaluate the application under the terms of this By-law;
 - (10) If the Building Inspector considers a professional design is necessary he may require a copy of the detailed drawing, specifications, and calculations related to the sign or supporting structures or buildings, sealed and signed by an Engineer or Architect licensed or permitted to practice in the Province of New Brunswick by the Association of Professional Engineers of New Brunswick or the New Brunswick Architect's Association.

6. PERMIT FORM

- A. The application as set out in Schedule "A" to this by-law shall be the sign permit once it is signed by the Building Inspector of the Town. One copy shall be retained by the permittee and the Town of Quispamsis shall retain the other copy.

7. PERMIT FEE

- A. The fees for permits shall be paid at the time of application as follows:
- (1) non-illuminated sign \$30.00 per sign;
 - (2) illuminated sign \$50.00 per sign;
 - (3) additional fee of \$50.00 per annum per sign if the sign encroaches on Town property;
 - (4) where a sign installation has commenced prior to the issuance of a permit required under this By-law, an additional fee of \$50.00 per sign shall be levied.
- B. Except as provided in Subsection 3(D), no person shall place or erect or permit to be placed or erected, a sign unless the owner or occupier of the property on which the sign is to be erected has obtained a building permit therefore, under the terms of the Building By-law.

8. ENCROACHMENT

- A. In addition to the provision of this By-law regarding permits, if a sign or its structure is intended to project or extend over or on any portion of any municipal street or municipal right of way no permit for such sign shall be granted until the applicant obtains the consent of the Planning Advisory Committee and pays the appropriate fee.