



# QUISPAMSIS



12 Landing Court  
P.O. Box 21085  
Quispamsis, NB  
Canada E2E 4Z4

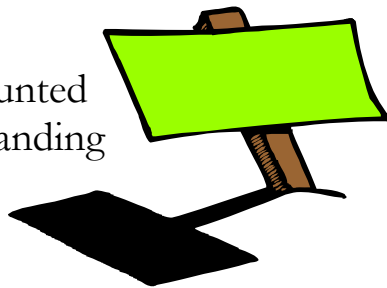
T: 506-849-5778  
F: 506-849-5799

[quispamsis@quispamsis.ca](mailto:quispamsis@quispamsis.ca)  
[www.quispamsis.ca](http://www.quispamsis.ca)

## BUILDING PERMIT APPLICATION FOR A SIGN

(Permanent Structure)

Wall Mounted  
Free Standing



To obtain a building Permit, return this  
COMPLETE PACKAGE to the  
Building Inspector

(12) A series of two (2) or more signs in line each carrying a part of a

single advertising message;

- (13) Any sign which is attached to any Town owned structure, utility pole, hydrant, traffic control device, bridge, fence, barrier, or any other surface on public property, excepting signs placed by or on behalf of the Town;
- (14) Any sign which obstructs or otherwise interferes with any traffic control device or the visibility of motorists;
- (15) Signs emitting sound, odor or matter;
- (16) Any other sign not expressly permitted in this by-law.

**F. Abandoned Signs**

- (1) Abandoned signs shall be removed within thirty (30) days from the receipt of written notice by the Building Inspector.

**G. General Permit Conditions**

- (1) Every permit issued for a sign or advertising structure shall be subject to the following conditions:
  - a. that the sign and its supporting structure shall at all times be maintained in a safe condition;
  - b. that it does not constitute a hazard to the public or a nuisance to the owners of the properties in the area;
  - c. where a sign may affect traffic flow, control or safety, the Development Officer may impose suitable conditions on the location, size, colours, lighting or other characteristics related to traffic safety or to the provisions of reasonable distance, traffic visibility and clearance between streets and traveled ways and the sign or advertising structure.
- (2) Signs must be placed outside clearances as per NB Power Standard Construction Practices minimum conductor clearances from building or other permanent structures-conductors not attached to buildings. (Their drawing No. ED 3-53); or revisions in place at time of application, (Site plan must be authorized by NB Power prior to applying for Building Permit).

**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.

## SIGN PERMIT APPLICATION

**Note: A Separate Application, and a Building Permit, is required for each sign requested.**

<b>APPLICANT</b>		<b>PERMIT NO.</b>	
<b>CIVIC ADDRESS</b>			
PHONE NUMBERS	HOME #	WORK #	CELL #
<b>OWNER/OCCUPIER</b>			
<b>CIVIC ADDRESS</b>			
PHONE NUMBERS	HOME #	WORK #	CELL #
<b>CONTRACTOR</b>			
<b>MAILING ADDRESS</b>			
PHONE NUMBERS	HOME #	WORK #	CELL #

What is the purpose of this sign?				
Location Of Sign				
Lot Dimensions			Lot Frontage	
Type of Sign			Construction	
Sign Base			Dimensions	
Is this a roof sign?			Is the sign attached to a building?	
Location On Lot Setbacks	Front	Side	Rear	From Building
Size Of Sign (dimensions)		Width	Height	
Height from Ground to bottom of sign				
Height from Ground to top of sign				
Is the sign illuminated?			If so, how?	
Total area of all signs on property				
Total number of signs on property				
Proposed Installation Date			Expected Completion Date	
True Estimated Value			Permit Fee	
Variance (if required)				
PAC Stipulations				

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		
<b>Signature of Applicant</b>	Date	
<b>Signature of Owner</b> <i>(if different from applicant)</i>		
Approved by the Town:	Date:	Expiry Date:

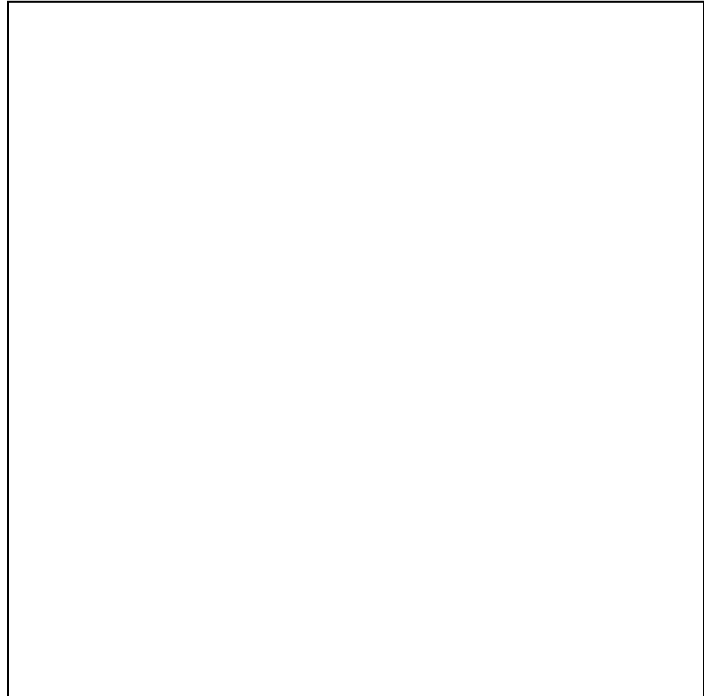
**APPENDIX “A” continued**

**Site Plan / Elevation**

**Fascia:** Show location of proposed sign on building wall, dimensions of sign, height from ground to top of sign, and existing signs on wall face.

**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.

**Projecting or Roof:** Show location of the sign on the building and show height and length of projection from building.



**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)