



BUILDING BULLETIN SIGNAGE

Jan 12, 2026

Bulletin No 26-03

Sign Permits

Requirements and procedures to apply for a building permit relating to Signage

PURPOSE

To provide guidance to business owners, contractors, developers, designers and the public on the requirements for constructing or replacing a proposed business sign.

REFERENCE

Building Bylaw 2022-002 PART 14 BUILDING PERMITS, [Summerland Sign Bylaw 2013-026](#) and the BC Building Code.

IMPLEMENTATION

A person must Apply for a permit to install or replace a sign for a business. Types of signage included are:

- *Wall*
- *Window*
- *Hanging*
- *Freestanding*
- *Projecting*
- *Sandwich*

APPLICATION REQUIREMENTS

An application for a building permit with respect to Business Signage must:

- a) be filled out on the prescribed form (either in person or on the Summerland websites Online Application Portal) and signed by the owner or an authorized representative of the owner or company/tenant.*
- b) include the applicable fees as prescribed in the district of Summerland Fees and Charges Bylaw;*
- c) provide a site plan showing dimensioned placement of all buildings and structures on the property. (existing and planned)*
- d) include two copies of each of the following: elevation drawings, color proofs, dimensions of the proposed signage.*
- e) Copy of Liability Insurance if encroaching on Municipal property*

This bulletin is for informational purposes only. Please be sure to consult the District of Summerland Bylaws and Part 9 of the BC Building Code 2024.



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f) *Provide a current state of title.*

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