



Office Use Only
Sign Permit No:

SIGN PERMIT APPLICATION

(Terms used in this application form have the meanings ascribed to them in the Sign Regulation)

APPLICANT NAME:

Applicant Status: Contractor Tenant Owner Other

Applicant Address:

City: Province: Postal Code:

Phone: Cell: Email:

PROJECT ADDRESS:

SIGN CONTRACTOR:

Address:

City: Province: Postal Code:

Phone: Cell: Email:

Type of Sign (Check all that apply):

Freestanding Fascia Projecting Temporary

Changeable Copy Wayfinding Development Illuminated

Copy (wording on sign):

This application must be accompanied by the drawings and documents as per the checklist attached.

I/We hereby apply to Tsawwassen First Nation ("TFN") for the issuance of a Sign Permit under the provisions of the Sign Regulation (2022), as amended from time to time. By signature hereon, I/we declare that all information provided in the support of this application is true and correct. I/We fully understand that acceptance of a permit fee and/or the issuance of a sign permit by TFN is done solely to satisfy the requirements of the Sign Regulation (2022), as amended from time to time, and does not convey or imply assurance by TFN or its employees that I/we are in conformity with any or all other TFN laws or regulations. **I/We further understand this is an application only and does not constitute the approval of any signs.**

Applicant Signature:

Date:

Parcel Occupier (if different from Applicant)

Sign Permit Application Form (Revised April 2026)





SIGN PERMIT APPLICATION CHECKLIST

Item No:	Documents and Drawings	Digital Copy
1	Completed Sign Permit application form, one per sign. Permit Application form can be found here: http://tsawwassenfirstnation.com/portfolio/permits-and-licenses/	
2	Fee as set out in TFN Sign Regulation-Schedule A plus GST.	
3	Completed Form 1: Owner's Authorization /Acknowledgment of Land holder if applicant is not the property owner. Note that Form 1 can be signed by the tenant.	
4	Drawings to scale, illustrating the following using metric dimensions:	
4.a	The proposed location of the sign in relation to the property lines, the building face, or the front of the building to which it is affixed	
4.b	If the sign is being affixed to a structure, the dimensions of the structure (length and height of the wall sign is being affixed to).	
4.c	Each side of the sign, giving all pertinent dimensions, areas.	
4.d	The overall height and clearance of the sign.	
4.e	The proposed position of sign attached to the building or structure and the method of attachment.	
4.f	The construction, dimensions, and weight of the sign and its supporting structures.	
4.g	The manner and intensity of sign illumination.	
4.h	The size and location of other signs on the property (if applicable).	
5	Stamped Structural drawings illustrating sign installation details.	
6	BCBC Schedule B-Letter of Assurance stamped by a Professional Engineer.	
7	Completed Form 2: Registered Professional Proof of Insurance.	
8	Certificate of Liability Insurance by Professional Engineer as per TFN Sign Regulation, Section 5(5).	
9	Copy of current Business License of sign installer with TFN.	
10	Proof of Insurance of the sign installer as per TFN Sign Regulation, Section 5(5). Note that Tsawwassen First Nation should be added as additional named insured.	

* TFN requires original hardcopy, wet signed by Professional Engineer to be submitted.

EMAIL THE COMPLETED APPLICATION TO buildingpermits@tsawwassenfirstnation.com

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