



## 60-DAY PORTABLE SIGN PERMIT APPLICATION

Permit No.: \_\_\_\_\_  
 Office Use Only

**Name and Address of Business** (benefiting from sign)

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Postal Code: \_\_\_\_\_

**Applicant**

Company Name: \_\_\_\_\_

Individual's Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Tel: \_\_\_\_\_ Fax: \_\_\_\_\_

**Tenant or Sign Company** (if different than the applicant)

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Tel: \_\_\_\_\_ Fax: \_\_\_\_\_

**Type of Property**

Commercial  
 (maximum of 2 businesses on the property)

Industrial  
 (maximum of 2 businesses on the property)

Commercial Shopping Centre/Plaza

Industrial Plaza



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60-Day Portable Sign Permit

Please indicate type of portable sign:

- A-Frame
- T-Frame
- Mobile
- Other \_\_\_\_\_

From: \_\_\_\_\_ Fee: \$ \_\_\_\_\_

60-Day Inflatable Sign Permit

(Certificate of Commercial General Liability Insurance & Professional Engineer's Report required with application)

From: \_\_\_\_\_ Fee: \$ \_\_\_\_\_

This section is to be completed and signed by the Applicant named on page 1

I, \_\_\_\_\_ declare that I am the:  
 (Print Name)

- Property Owner
- Property Manager on behalf of the Property Owner
- Tenant
- Owner of the Sign

and that all statements made herein are true and are made with full knowledge of the circumstances relating to this application. **I have read, understood and agree to comply with all regulations and provisions contained in Sign By-law No. 2003-0065 as amended. I further acknowledge this permit is non-refundable and non-transferable and that this property can accommodate a sign with respect to location and setbacks.** By signing this application, I indemnify the Town of Halton Hills from and against all manner of claims for damages, loss, expense or otherwise arising from the erection, maintenance, removal, location or collapse of such sign or sign structures or part thereof.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date  
(YY/MM/DD)

The personal information on this form is collected under the authority of Section 11 of the Municipal Act, as amended. The information is used for the purpose of processing this request. Questions regarding the collection of this information should be directed to the Records/FOI Coordinator at [foi@haltonhills.ca](mailto:foi@haltonhills.ca)



## Sign By-law No. 2003-0065, As Amended (Applicable Excerpts)

### 5.7 Application for Portable Signs

5.7.1 Application for a Portable Sign shall be subject to the following:

5.7.1.1 An applicant shall complete a Sign Permit Application form as prescribed by the Chief Building Official.

5.7.1.2 With respect to Sidewalk Signs, Boulevard Signs and Subdivision and Model Home Directional Signs located on Road Allowance, and any inflatable Sign, an applicant shall submit:

5.7.1.2.1 a Certificate of Commercial General Liability Insurance in the amount of not less than \$2,000,000.00 naming the Town as an Additional Insured thereunder, and, where required by the Regional Municipality of Halton (hereinafter referred to as the "Region") as an Additional Insured, and including thirty (30) days notice of cancellation or material change

5.7.1.2.2 in the case of an Inflatable Sign, a report by a Professional Structural Engineer registered with the Professional Engineers of Ontario detailing the method of anchoring an Inflatable Sign to the ground, a Building, or other structure

5.7.1.2.3. prior to the issuance of the Permit, a fee in accordance with Schedule "A" attached to this By-law.

5.7.1.3. A Permit issued under this section is valid for a period of:

5.7.1.3.1. sixty (60) consecutive days for Portable Signs located on private property

5.7.1.3.2. one (1) year from the start date of display for Sidewalk and Subdivision Model Home Directional Signs located on Road Allowance.

5.7.1.4 An applicant may obtain up to four (4) sixty (60) day permits from a start date in any one calendar year per separate business establishment per property Lot to display a Portable Sign for a total of no more than two hundred and forty (240) days.

5.7.1.5 An applicant may obtain a subsequent Permit not more than thirty (30) days in advance of the start date to display another Sign on the same Lot, however such Permit will be postdated by a minimum of thirty (30) days from the date of expiry of any previous Sign Permit issued for the same Lot.

5.7.1.6 Portable Sign permits are non-transferable and non-refundable.

5.7.1.7 Consent in writing from the Owner of lands on which a Portable Sign is to be located shall be provided to the Town on the prescribed form indicating that the Owner consents both to the issuance of a Permit for a Portable Sign for the subject unit, and to the location of any Portable Sign upon the Owner's lands.

5.7.1.8 An applicant for a Sign Permit for a Portable Sign shall pay to the Town prior to the issuance of the Permit, a fee in accordance with Schedule "A" attached to this By-law.



### 8. Provisions for Signs within a Commercial or Industrial Zone

#### 8.1.12 Portable Sign located on private property in a commercial or Industrial Zone, provided that:

- 8.1.12.1 any Portable Sign shall not be included in the calculation of the maximum Sign area entitlement for a property located in a commercial or industrial Zone, notwithstanding all other provisions of Section 8
- 8.1.12.2 no Portable Sign shall be erected without first obtaining a Permit, except for Signs prescribed by Subsection 6.1 and Signs approved under Section 11 of this By-law
- 8.1.12.3 not more than one Portable Sign for which a Permit has been issued shall be erected at any one time on any Lot having two or fewer occupancies
- 8.1.12.4 not more than two Portable Signs for which a Permit has been issued shall be erected at any one time on the Lot of a Shopping Centre or plaza property
- 8.1.12.5 not more than one Portable Sign relating to an individual business establishment in a Shopping Centre or plaza shall be erected at any one time
- 8.1.12.6 not more than one Portable Sign not requiring a Permit may be displayed at the same time as those requiring a Permit on any one property
- 8.1.12.7 the Sign shall be located at least 3.0m (9 feet 10 inches) from any driveway entrance and at least 10 m (32 feet 9 inches) from any Intersection
- 8.1.12.8 the Sign shall be located at least 7.62 m (25 feet) from any other Portable Sign so as not to obstruct the visibility of any Sign
- 8.1.12.9 the Portable Sign shall be set back at least 1.5m (5 feet) from any Street Line except where otherwise stated in this By-law
- 8.1.12.10 a Portable A-frame, T-frame, sandwich board, or Portable Read-o-graph Sign shall not exceed 1.5 m<sup>2</sup> (16.5 square feet) per Sign Face Area and shall not exceed a height of 1.2 m (4 feet) from Grade
- 8.1.12.11 a Mobile Sign shall exceed neither 4.45 m<sup>2</sup> (48 square feet) per Sign Face Area, nor 2.5 m (8 feet 2 inches) in height from Grade
- 8.1.12.12 no Portable Sign shall be erected on a property Lot for a period of 30 days from the date of expiry of any previous Portable Sign Permit issued for the property
- 8.1.12.13 a Portable Sign shall be removed within 24 hours from the date of expiry on the Permit
- 8.1.12.14 an Illuminated Mobile Sign shall be equipped with electrical cords only bearing a CSA (Canadian Standards Association) and Ontario Hydro Electrical Safety Code approvals, and electrical cords used to provide electrical power to a Mobile Sign shall not be placed or permitted on the surface of a parking lot, driveway, or sidewalk
- 8.1.12.15 an Inflatable Sign shall not be erected without first obtaining a Permit, which shall not be issued until Subsection 5.7.1.2 has been complied with.

**Fee for Portable Sign located on private property: \$126.00 for 60-Day Permit as amended by Town of Halton Hills By-law 2012-0003, as amended.**

#### **Need more information:**

- By-law No. 2003-0065 is posted on the Town's website: [www.haltonhills.ca](http://www.haltonhills.ca)
- Copies of By-law No. 2003-0065, as amended, available at the Corporate Services Department.