



Application for Sign Permit

Date: _____

Updated July, 2014

Type of Sign	Definition	Fee
Billboard Sign	a ground sign that advertises goods, products, or services not sold or offered on the property where the sign is located, and the sign is either single faced or double faced	\$160.00 per sign
Ground Sign	a sign supported by uprights or braces embedded in a foundation or embedded directly in the ground	\$78.00 per sign
Fascia Sign	a sign attached to, marked or inscribed on, erected or placed against a wall forming part of a building, or supported by or through a wall of a building, including a painted wall sign and an awning sign. A fascia sign shall not include any other sign defined in this By-law unless otherwise stated	\$78.00 per sign

Please Submit the Following with the Application:

- ☐ Two sets of drawings showing all dimensions of the proposed sign(s). In the case of a fascia sign, show where the proposed sign will be located on the building.
- ☐ Site Plan of the subject property indicating the proposed location(s) of the sign(s) in relation to lot lines, where necessary. (Ground signs and Billboard Signs)

Please Print

Information regarding business to be advertised on sign:

Business Name: _____ Business Phone Number: _____

Business Address: _____

Business Owner Information:

Name: _____ Email Address: _____

Street Address: _____

City/Town: _____ Province: _____ Postal Code: _____

Phone Number: _____ Fax Number: _____

Location of Land Proposed for Sign Permit:

Street Address: _____

City/Town: _____ Province: _____ Postal Code: _____

Intended use of building and property: _____

Property Owner Information (if different than Business Owner):

Name: _____ Email Address: _____

Street Address: _____

City/Town: _____ Province: _____ Postal Code: _____

Phone Number: _____ Fax Number: _____

Sign Company Information:

Name: _____

Street Address: _____

City/Town: _____ Province: _____ Postal Code: _____

Phone Number: _____ Fax Number: _____

Email Address: _____

Description of Proposed Work:

- ☐ Erect new sign ☐ Repair existing sign ☐ Alter existing sign ☐ Replace existing sign
☐ Other _____

Size of sign(s) to be erected:

Sign 1 length _____ width/height _____ projection/thickness: _____

Sign 2 length _____ width/height _____ projection/thickness: _____

Sign 3 length _____ width/height _____ projection/thickness: _____

Are there any existing signs? ☐ No ☐ Yes If yes, size(s) and location(s): _____

Intended starting date: _____

Anticipated completion date: _____

Estimated value of sign including labour to erect: _____

I/We understand:

1. The Municipality shall be requested to make inspections upon completion of erecting the sign.
2. Changes in plans submitted with the application without written approval of the Municipality are prohibited.
3. This application is not to be construed as permission to erect, alter or modify a sign.
4. That compliance with Provincial laws and regulations and Municipal by-laws pertaining to the erection of signs is the applicants responsibility.

Applicant's statement:

I, _____ of the _____ state:

1. That I am the owner of the property, the authorized agent of the owner or tenant of the property (circle appropriate description) and
2. That I have a personal knowledge of the particulars stated on this application; and
3. That all the information and statements given on this application and on the drawings and specifications are to the best of my knowledge and believed to be true; and
4. That I know of no reason why the permit should not be granted to me in pursuance of the said application; and
5. That I will conform to all the provisions in the Ontario Building Code, Municipal Zoning By-law and any other statutes, regulations or by-laws relative to the uses proposed.

Signature of the
Business Owner/Applicant

Date

Office Use Only

Total Fee Payable: _____

Receipt #: _____

Account Number: 10-4-0330-4032-001620-001231

Date Application Received: _____

Application distributed to: _____