

Sign Permits

Application Process

Application received
Building Inspector reviews
Application approved or denied
Applicant advised.

Step 1 – Consult with Building Inspection Staff

Consult with the building inspection staff to discuss your proposal.

Step 2 – Required Application Information

Complete the application form and attach the following:

- Completed application form, signed by the registered owner(s).

Step 3 – Submit the Completed Application Package

Submit application package to the Property Services Department.



Sign Permit Application

NO.: _____

DATE: _____

I hereby apply for a Sign Permit for the following premises:

SUBJECT PROPERTY INFORMATION:

Civic Address: _____

Legal Description: _____

OWNER

First name: _____ Last : _____

Company Name: _____

Mailing Address: _____

City: _____ Province: _____

Postal Code: _____

Telephone: _____ Fax: _____ Email: _____

Owner Signature: _____ **Date:** _____

AGENT

Company name: _____

Contact: First name: _____ Last : _____

Address: _____

City: _____ Province: _____

Postal Code: _____

Telephone: _____ Fax: _____ Email: _____

Agent Signature: _____ **Date:** _____

MANUFACTURER:

Company name: _____

Contact: First name: _____ Last : _____

Address: _____

City: _____ Province: _____

Postal Code: _____

Telephone: _____ Fax: _____ Email: _____

Please identify type of proposed sign:

Building Sign

- Canopy Awning Banner Fascia Sandwich Board
- Freestanding Sign (Consult with Building Inspector regarding the requirements for engineering)
- Ground Sign (depending on size engineering may be required)
- Other (please specify) _____

Sign Details

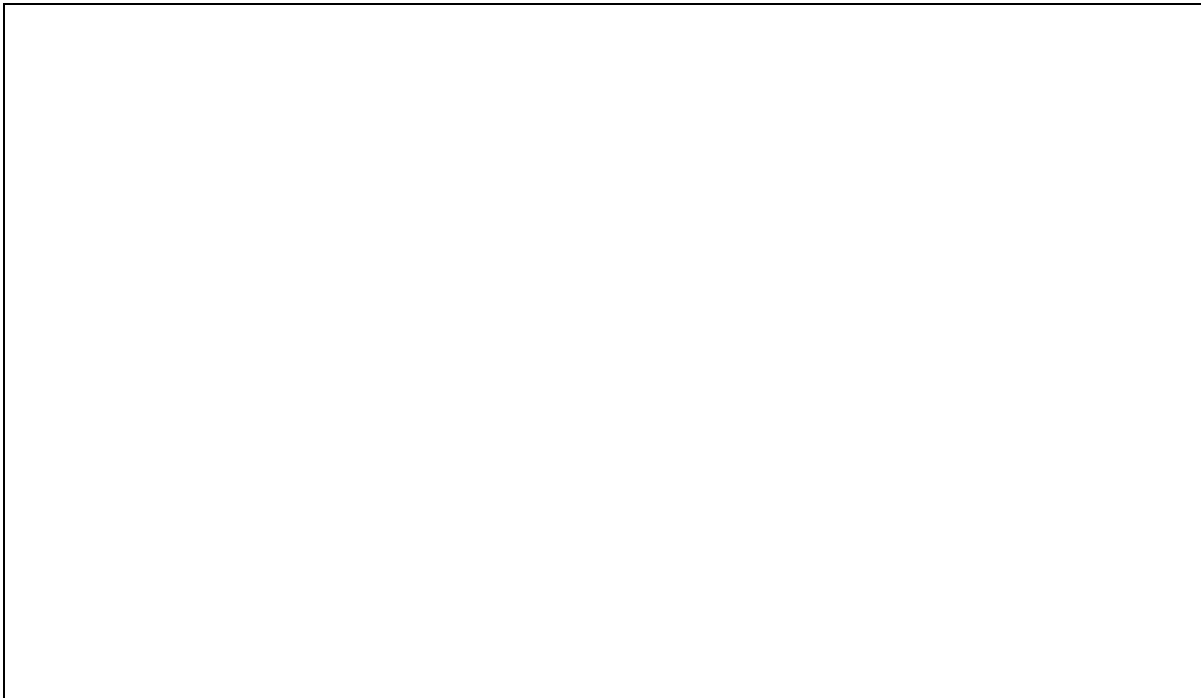
Location of sign showing dimensions from lot line: _____

Dimensions of sign(including height): _____

of signs required: _____

Percentage of artwork in comparison to sign size _____ %

- Graphics included for permit? Yes No
- Artwork for permit attached? Yes No



For Office Use Only

In accordance with this application and Bylaw No. 3309, 2007, the sign is approved for installation.

Approved by

Date