



**THE CORPORATION OF THE TOWN OF WHITBY  
PUBLIC WORKS DEPARTMENT – BUILDING & BY-LAW SECTION  
PHONE: (905) 430-4305  
BY-LAW PERMIT APPLICATION**

**For Office Use Only**

Permit No.:		Date Received:
Application Taken By:		Date Issued:
Permit Fee:	Permit Issued By:	Sign Removal Date:
Sidewalk Deposit:	Boulevard Deposit:	Fence Deposit:
Other Fees:	Curb Deposit:	Sodding Deposit:

<b>A. Property Address</b>					
Municipal Address:					
Business/Tenant Name:			Number of Units:	Unit No.:	
<b>B. Project Information</b>					
<input type="checkbox"/> Pool Enclosure		<input type="checkbox"/> Permanent Sign		<input type="checkbox"/> Temporary Sign	
<input type="checkbox"/> Mobile Sign	<input type="checkbox"/> 15 day term	<input type="checkbox"/> 30 day term	<input type="checkbox"/> 45 day term	<input type="checkbox"/> 60 day term	<input type="checkbox"/>
Approvals Required Prior to Issuance of Permit					
<input type="checkbox"/> Region – Health Dept.		<input type="checkbox"/> M.T.O.			
Existing Use of Property/Building:			Sign Installation Date:		
Description of Proposed Work:					
Proposed Start Date of Pool Installation:			Pool Size:		
			<input type="checkbox"/> inground		<input type="checkbox"/> aboveground
<b>C. Owner</b>					
Last Name		First Name		Corporation or partnership	
Street Address, City, Province & Postal Code					
Phone Number ( )		Cell Number ( )		Fax Number ( )	
<b>D. Applicant (if different from owner)</b>					
Last Name		First Name		Corporation or partnership	
Street Address, City, Province & Postal Code					
Phone Number ( )		Cell Number ( )		Fax Number ( )	
<b>E. Builder (if different from Applicant)</b>					
Company Name					
Street Address, City, Province & Postal Code					
Phone Number ( )		Cell Number ( )		Fax Number ( )	
<b>J. Declaration of applicant</b>					
I _____ certify that:					
(print name)					
I have authority to act on behalf of the corporation or partnership with respect to this application (if applicable)					
_____			_____		
Date			Signature of Applicant		

**TOWN OF WHITBY  
BUILDING & BY-LAW SECTION (905) 430-4305  
TEMPORARY MOBILE SIGN INFORMATION**

Application fee is \$75.00 per sign.

Please submit a 'site plan' indicating the proposed location of this mobile sign on the property.

Setbacks to the property line on private property  
(Minimum setback from property line is 1.0m (3'4"))

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Setbacks from the driveway.  
(Minimum setback from driveway is 3.0m (9'10"))

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Height of Sign  
(Maximum sign height is 2.3m (7'7"))

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Dimension of Sign  
(Maximum sign area is 3.0 sq.m. (48 sq.ft.))

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Sight Triangle – Please note Temporary Mobile Signs are **NOT** permitted in a sight triangle.

Zoning By-Law #1784 is 12.0m (39'5")  
Zoning By-Law #2585 is 9.0m (29'6")  
Downtown Zoning By-Law is 4.5m (14'9")  
Village of Brooklin Zoning By-Law is 4.5m (14'9")

**TOWN OF WHITBY**  
**BUILDING & BY-LAW SECTION (905) 430-4305**  
**PERMANENT SIGN INFORMATION**

Application fee is \$75.00 per sign.

Two (2) copies of the following:

1. Site plan or survey indicating the proposed location of the sign on the property.
2. Drawings indicating:
  - Sign size and height above ground
  - Graphics (background and lettering colours)
  - Size and location of all existing signs
  - Elevation showing sign on building complete with dimensions locating sign with respect to the building
3. Sign detail including:
  - Construction type, material gauge
  - Framing material, member sizes and location
  - Anchorage details: anchor bolt sizes and location, brackets, footings, etc.
  - Weight, illumination type, etc.
  - Colour(s) of signs
4. Ground & pylon signs:
  - Provide foundation details and anchorage details
5. All sign structures must be designed in accordance with Part 4 of the Ontario Building Code. Sign structures must be designed by an Architect or Professional Engineer where required in Section 3.8 of the Ontario Building Code.
6. Additional information as required by the staff.
7. Permit plans will be reviewed for compliance with Sign By-Laws and the Ontario Building Code. The applicant will be notified if any revisions to permit plans are required. The applicant may contact the appropriate office for further information.

Required Approvals by others: The applicant is responsible for obtaining approvals, where applicable, from other agencies prior to the issuance of a sign permit, such as:

Ministry of Transport  
"Corridor Management Office"  
1201 Wilson Avenue  
Downsview, Ontario M3M 1J8  
(416) 235-5385 – Lisa Cole  
Signs on MTO Road only – No General Inquiries

If the proposed sign is to be located within 400 metres (1,312.32 ft.) of any limit of the King's Highway contact the Ministry of Transport regarding their permit requirements which are in addition to the Town's requirements. A copy of the Ministry of Transport permit is required by this office. The following information is a list of provincial highways, within the Town of Whitby.

Provincial Highways

Highway 401, (Lakeridge Road to the Oshawa City Limits)  
Highway 7, (west of Highway 12 to Lakeridge Road and Winchester Road North to Townline Road)  
Highway 12, (north of Rossland Road to Townline Road)