



SIGN PERMIT APPLICATION FORM

SIGN IS LOCATED AT SITE ADDRESSED AS			TENANT NAME		
APPLICANT'S NAME			CONTACT PERSON(S)		
MAILING ADDRESS		TELEPHONE	FAX	EMAIL	
SIGN TO BE ERECTED BY:		LICENSED SIGN CONTRACTOR'S NO.		EXPIRY DATE OF LICENSE	

WHAT YOU NEED TO APPLY:

Completed sign permit application form

- 2 copies of a site plan (Surveyor's Building Location Certificate is desirable)
- 2 sets of working drawings (elevation drawings, sign detail, inscription and construction drawings)

CONSTRUCTION VALUE _____ CONSTRUCTION START DATE _____

Complete

NO.	TYPE	Existing sign surface area in sq ft	New Addition Replacement	Encroaching	DIMENSIONS		
					1 st sign	2 nd sign	
	FREE STANDING		New Addition Replacement	Yes No	Vertical		Vertical
					Horizontal		Horizontal
					Depth		Depth
					Height		Height
	ROOF SIGN		New Addition Replacement	Yes No	Vertical		Vertical
					Horizontal		Horizontal
					Depth		Depth
					Height		Height
	FACIA		New Addition Replacement	Yes No	Vertical		Vertical
					Horizontal		Horizontal
					Depth		Depth
					Height		Height
	CANOPY		New Addition Replacement	Yes No	Vertical		Vertical
					Horizontal		Horizontal
					Depth		Depth
					Height		Height
	AWNING		New Addition Replacement	Yes No	Vertical		Vertical
					Horizontal		Horizontal
					Depth		Depth
					Height		Height
	PROJECTING		New Addition Replacement	Yes No	Vertical		Vertical
					Horizontal		Horizontal
					Depth		Depth
					Height		Height
	SPECIAL EVENT (balloon)	DESCRIBE					

FEES:

5.4 DEVELOPMENT PERMITS

- (5) Where signs have not been approved pursuant to clause (3) of this subsection, the following fees will apply:
- (a) free-standing sign, DPZ fee \$27.00
 - (b) all other types of signs, DPZ fee \$16.00
 - (c) for the replacement of sign faces, DPZ fee \$11.00

8.1 SIGN PERMITS

- (1) The fee for a sign permit will be as follows:
- (a) free standing or roof sign \$51.00
 - (b) any other sign type \$35.00
 - (c) where more than one of any sign type is applied for, under the same permit, the fee for each additional sign of the same type will be \$12.00

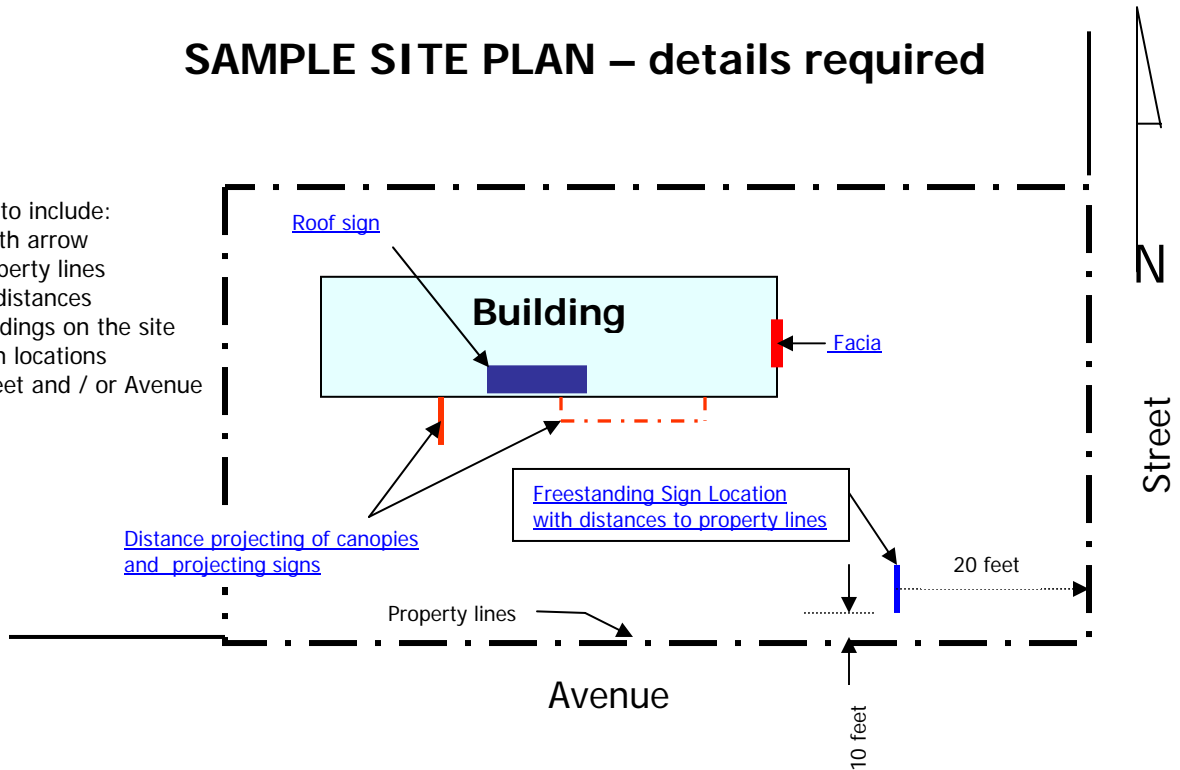
Date _____

Applicant's Signature _____

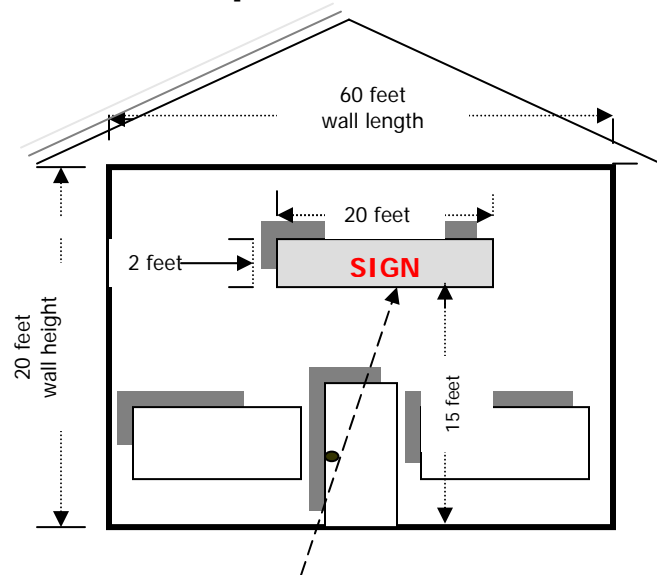
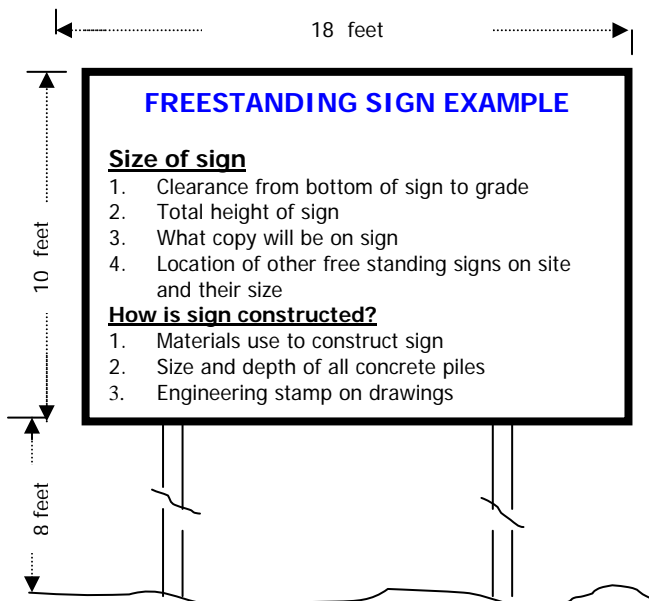
SAMPLE SITE PLAN – details required

SITE PLAN to include:

- North arrow
- Property lines
- All distances
- Buildings on the site
- Sign locations
- Street and / or Avenue



WORKING DRAWINGS – details required



FACIA SIGN EXAMPLE

1. Size of sign
2. Clearance from bottom of sign to grade
3. What copy will be on the sign

Indicate how the sign is constructed and how it is being attached to the building. This information should include an elevation and/or cross sectional view of the sign showing sign construction with internal framing details and location of fasteners. For the fasteners please indicate the fastener type, diameter and length and quantity.