



Application for a Sign Permit

For use by Principal Authority			
Date Received::	Building Permit #:	Sign Permit #:	
	Roll number:		
ADDRESS OF SIGN LOCATION:			
DESCRIPTION OF PROPOSED WORK:			
<input type="checkbox"/> Erect New Sign <input type="checkbox"/> Repair Existing Sign <input type="checkbox"/> Alter Existing Sign <input type="checkbox"/> Replace Existing Sign			
<input type="checkbox"/> Other: _____ <input type="checkbox"/> Extension			
TYPE OF SIGN:			
<input type="checkbox"/> Awning/Canopy Sign <input type="checkbox"/> Portable Sign <input type="checkbox"/> Other:			
<input type="checkbox"/> Billboard Sign <input type="checkbox"/> Projecting Sign _____			
<input type="checkbox"/> Facia Sign <input type="checkbox"/> Pylon Sign			
PROPERTY OWNER'S INFORMATION:			
Last name		First name	Corporation or partnership
Address			
Municipality		Postal code	Province E-mail
Telephone number ()		Fax ()	Cell number ()
APPLICANT'S INFORMATION: APPLICANT IS: <input type="checkbox"/> OWNER <input type="checkbox"/> TENANT <input type="checkbox"/> SIGN COMPANY			
Last name		First name	Corporation or partnership
Street address			
Municipality		Postal code	Province E-mail
Telephone number ()		Fax ()	Cell number ()
ARE YOU:			
Not-For-Profit Organization <input type="checkbox"/>			
Charitable Organization <input type="checkbox"/>			
Service Club <input type="checkbox"/>			
None of the Above <input type="checkbox"/>			

PROPERTY ZONING: (Contact the Planning Dept at 519-631-4860)		Zone:	
SIZE OF SIGN(S):			
Length:	Width:	Height:	Area:
One Sided: <input type="checkbox"/> Yes <input type="checkbox"/> No Two Sided: <input type="checkbox"/> Yes <input type="checkbox"/> No			
Duration of Sign:			
From: _____ To: _____ <div style="display: flex; justify-content: space-around; width: 100%;"> Date Date </div>			
Digital and Projected Advertising Displays:			
Does the sign contain Digital and Projected Advertising Displays: <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, What Type: <input type="checkbox"/> On Building <input type="checkbox"/> Off Building Please indicate if the Digital Sign is capable of automatically adjusting brightness based on ambient light levels: <div style="display: flex; justify-content: space-around; width: 100%;"> <input type="checkbox"/> Yes <input type="checkbox"/> No </div>			
PROPERTY OWNER'S AUTHORIZATION: <u>THIS MUST BE COMPLETED BY THE OWNER IF THE OWNER IS NOT FILING THE APPLICATION</u> Note: If there are multiple Owners, an authorization letter from each Owner (dated with original signature) is required OR each Owner must sign the following authorization:			
I, (we) _____, being the registered Owner(s) of the subject lands, hereby authorize _____ to prepare and submit an Application for a Sign Permit. <div style="display: flex; justify-content: space-between; width: 100%;"> <div style="width: 45%;"> _____ Signature </div> <div style="width: 45%;"> _____ Date </div> </div>			
Declaration of Applicant:			
I, _____ declare that: <div style="text-align: center; margin-left: 100px;">(print name)</div> <ol style="list-style-type: none"> 1. The information contained in this application, attached schedules, attached plans and specifications, and other attached documentation is true to the best of my knowledge. 2. If the owner is a corporation or partnership, I have the authority to bind the corporation or partnership. <div style="display: flex; justify-content: space-between; width: 100%; margin-top: 10px;"> <div style="width: 45%;"> _____ Signature of Application </div> <div style="width: 45%;"> _____ Date </div> </div>			
PLEASE SUBMIT THE FOLLOWING WITH THE YOUR APPLICATION: <div style="margin-left: 20px;"> <input type="checkbox"/> 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. <input type="checkbox"/> Site plan of the subject property indicating the proposed location(s) of the sign(s) in relation to lot lines, buildings, etc. <input type="checkbox"/> Sketch showing the advertising copy of wording to be displayed including style, font size, logos, etc. </div>			