



# SIGN PERMIT APPLICATION

## **Who May Apply?**

A business owner or sign contractor/manufacturer can apply for a sign permit.

## **What is required to apply?**

- a) Completed application form (reverse)
- b) (2) copies of site (survey) plan showing the following: Location of proposed sign(s) on site indicating all setbacks from property lines, property civic address and business owner's name, address and phone number.
- c) (2) copies of elevation drawing showing the following: Location of proposed sign(s) on the building face(s), size of sign(s), height of sign(s), sign area, colour(s) of sign(s), connection details to building/structure, illumination (if applicable), property civic address and business owner's name, address and phone number.

## **What is the cost?**

For a temporary sign permit or a permit to alter or move an existing sign, or for signs painted upon a wall of a building or structure, the fee is \$25.00.

For all other signs valued from \$0 to \$1,000.00, the fee is \$35.00 plus \$10.00 per thousand dollars of value thereafter.

## **When is a permit required?**

A sign permit is required to display, rebuild, enlarge, repaint, extend or relocate any sign or change any part of the structural elements or lighting of any sign.

# APPLICATION FORM

---

1. a) Address of Proposed Location of Sign:

b) Type of Sign(s) (please circle): Fascia - Awning - Other  
(describe "other"):

c) Value of Sign(s): \$

d) Sign will be (please circle): New - Altered - Relocated

---

2. Name, address and telephone of business owner/tenant:

---

3. Name, address and telephone of sign contractor/manufacturer:

---

4. Plans Submitted:

---

5. Sign Permit Fee: \$

---

\_\_\_\_\_  
Signature of Applicant:

\_\_\_\_\_  
Date of Application: