



# BUILDING SERVICES APPLICATION FOR SIGN PERMIT

Application # : \_\_\_\_\_

Permit # : \_\_\_\_\_

Proposed Installation Date: \_\_\_\_\_

Location : \_\_\_\_\_  
No. Street Unit#

Business: \_\_\_\_\_  
Name of Business

Applicant: \_\_\_\_\_  
Name Address Postal Code Telephone

Sign Contractor: \_\_\_\_\_  
Name Address Postal Code Telephone

### TYPE AND NUMBER OF SIGN(S) TO BE ERECTED:

- |                                     |   |                                       |
|-------------------------------------|---|---------------------------------------|
| Banner <input type="checkbox"/>     | Billboard <input type="checkbox"/>        | Tourist Home <input type="checkbox"/> |
| Canopy <input type="checkbox"/>     | Ground Supported <input type="checkbox"/> | Wall <input type="checkbox"/>         |
| Projecting <input type="checkbox"/> | Roof <input type="checkbox"/>             | Awning <input type="checkbox"/>       |
| Portable <input type="checkbox"/>   | Projected Image <input type="checkbox"/>  | Fascia <input type="checkbox"/>       |
| Murals <input type="checkbox"/>     | Logo <input type="checkbox"/>             | Pylon <input type="checkbox"/>        |
| Portable <input type="checkbox"/>   |   |                                       |

WORK PROPOSED (PLEASE CIRCLE ONE):    ERECT    ALTER    REPAIR    MOVE    ELECTRICAL

### SUBMISSION NOTES:

- Two copies of a Site Plan, Elevation, and Foundation Detail must be submitted with application.
- A sign structure shall be designed by an Architect or Professional Engineer where it is a Ground Supported or Tower Sign which exceeds 7.5 metres in height, a Roof Sign which exceeds 9.29 m2, a Projecting Sign attached or fastened in any manner to a parapet wall or weighs more than 113 Kg.
- Property line location to be verified prior to installation of any signs to ensure compliance with approved location as shown on the site plan.

List ALL Other Signs Located on Property: \_\_\_\_\_  
\_\_\_\_\_

### DECLARATION:

Applicant \_\_\_\_\_ Address \_\_\_\_\_

Postal Code \_\_\_\_\_ Telephone \_\_\_\_\_ Fax \_\_\_\_\_

I am the owner  authorized agent  of the owner and hereby declare that the information contained in this application and attached hereto is and correct.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## SUPPLEMENTAL APPLICATION INFORMATION FOR SIGN

(MUST BE SUBMITTED WITH THE "APPLICATION TO CONSTRUCT OR DEMOLISH")

Application number:	Permit number (if different)
Date received:	Roll number:

Lot No.	Plan No.	Part Lot	Conc. No.	
Part Lot	Ref. Plan	Corner Lot	YES	NO
Lot area (sq.m)	Lot frontage (m)	Lot depth (m)		
ADDRESS RURAL AREA				

To convert sq ft to sq m multiple by .093

<b>Estimated Value of Construction \$</b>									
<b>Name of Business:</b>									
<b>Sub Type:</b>		Balloon/inflated		Canopy		Portable		Roof	
		Billboard(Poster Panel)		Ground		<b>Projection</b>		Wall	
<b>Work Proposed:</b>		Erect/New		Alter/Alterations/Repair					
<b>Sign Finish</b>		Painted	Plastic	Neon	Wood	Electronic			
<b>Size of sign</b>		ft	X	ft	=	area of sign sq ft			
<b>Projection from</b>								inches	
<b>If projecting, is the sign covered by insurance for damage or injury?</b>						YES		NO	
<b>Does the sign pertain to a business on the premises?</b>						YES		NO	
<b>Illuminated</b>						YES		NO	
<b>Minimum height of sign above grade</b>								feet	
<b>Total height of sign</b>								feet	
<b>Number of ground signs existing</b>									
<b>Total number of signs existing</b>									
<b>Attach Picture/Diagram of sign</b>									
<b>Wording on sign</b>									

### OFFICE USE ONLY

<b>BUILDING COMMENTS:</b>	
<b>PERMIT ISSUANCE AUTHORIZED:</b> <i>For Carmen Mignelli, Acting Chief Building Official</i>	<b>ISSUED DATE:</b>

**NOTICE TO APPLICANT**

The fee taken at time of application is an estimate only, based on the information (e.g. gross floor or value etc.) provided by the applicant. If this information is found to be incorrect then an additional payment may be required prior to permit issuance. Other fees may also be payable prior to permit issuance and construction shall not proceed until all fees have been paid and a permit has been issued. The applicant will be advised accordingly. Permit not valid if cheque N.S.F.