

## APPLICATION - Signage Permit

### CONTACT INFORMATION

**Applicant:**  **Business:**   
(if applicable)

**Address:**   
City/Town Province Postal Code

**Email:**  **Phone:**

### SIGN INFORMATION

**Application Type:**  TEMPORARY SIGN  PERMANENT SIGN

**Proposed Location(s):**   
Street Address

Is this advertisement on the site of your business?  Yes  No

**Property Owner:**

**Location of Sign(s):**  Ground  Building  Fence  Roof  Other

**Dimensions of Sign(s):**  X  X   
Length Width Height

**Number of Sign(s):**

**Proposed Duration:**  to   
Start Date End Date

**Description:**

### REQUIRED APPROVALS

- Written letter of permission from Property Owner (if other than applicant);
- Government Services approval for signs falling within designated control lines of highway (if applicable);

### FEE SCHEDULE

- \$25.00 Temporary Sign (45 day period)
- \$50.00 Permanent Sign

### REQUIRED ATTACHMENTS

- A Sketch/drawing of the proposed location of the sign(s) (including distances to any roads and/or intersections).
- A picture or description of the signs (including wording and images to be used).

### DECLARATION

I hereby acknowledge that it is the responsibility of the owner of the Temporary Sign to have it removed or permit renewed by the expiry date and, if not removed by the expiry date, it may be removed by the Town.

*Signature*

*Date*

### FOR OFFICE USE ONLY

Permission from Property Owner/GSC required?	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> ISSUED <input type="checkbox"/> PAID <input type="checkbox"/> PICKED UP
Permission received from Property Owner/GSC?	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> ADDED TO LIST OF SIGNS
Total number of signs on property (Excluding Facade)	<input type="text"/>	<input type="checkbox"/> COPY PROVIDED TO ENFORCEMENT
Maximum number of allowable signs exceeded?	<input type="checkbox"/> YES <input type="checkbox"/> NO	<b>TEMPORARY SIGNS</b>
Sign(s) comply with Town's Regulations?	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> Expiry Reminder Set

PERMIT FEE  
\$

CUSTOMER CODE

*Public Works Approval*

Checked by Enforcement  
 Applicant Contacted for Renewal  
 Applicant Contacted for Renewal