



Sign Permit Application

For Office Use Only

Building Permit Required Yes No _____
Sign Permitted (By-law) Yes No _____
Building Permit Obtained Yes No # _____

Date	Receipt #	Permit #
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Sign Location Address

Applicant	Phone #
	Email

Applicant Address

Sign Owner/Business Name

Sign/Business Address

Sign Classification Advertising <input type="checkbox"/> Business ID <input type="checkbox"/> ----- Sign Type Ground <input type="checkbox"/> Fascia <input type="checkbox"/> Other <input type="checkbox"/> _____	Total Area (m²) _____ Weight (kg) _____	Dimensions of façade (m) _____ Height from grade (m) _____
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Length (m)	Width (m)	Height from grade (m)
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Sign Installer

Applicant Must Provide the Following

- Plot Plan**
(showing location of sign on property with all appropriate frontage)
- View of Building with Proposed Sign, including dimensions of facade**
- Proposed Sign Construction**
(drawings and specifications covering construction of sign and its attachment to building)
- Letter of Authorization from Property Owner** (if applicable)

Applicant's Signature

Fee: \$90.00 per sign
 Plus \$0.50 each square foot of signage
 or \$5.38 each square metre of signage
 Revised October 2020
Note : One Application per sign

****Sign permit fees not applicable if Building Permit is required****