Compliance and Enforcement Services
200 Brady St., PO Box 5000, STN A
Sudbury, ON P3A 5P3
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PORTABLE SIGN APPLICATION

Application Date:	**Date Sign to be erected:**

Owner of Sign: Property Owner ❑ Sign Company ❑ Privately Owned ❑

If the Portable Sign is not the Property Owner's sign, **Letter of Authorization Attached** ❑yes ❑no

Name of Sign Owner:	**Property Owner:**
Sign Company Name and Address:	
Location of Sign:	**Name of Establishment:**

For Applicant's use: Required Plans Submitted:

(1) Plot plan (showing location of sign on property with all appropriate frontage) **Attached** ❑yes ❑no

(2) Dimensions of Portable Sign: Width _____ Height _____ Length _____

Area of One Side of Sign: _____ Double Sided ❑ Total Sign Area _____

Length of Permit Requested: 1 month ❑ 2 month ❑3 month ❑ 1 year ❑

4 month ❑ 5 month ❑ 6 month ❑

Application Fee: $114 ❑ (1-6 month permit) $230 ❑ (1 year permit) cash ❑ chq ❑ debit ❑

Applicant's Signature:	Note: Signs are governed by: (a) Applicable Zoning By-Law (b) Ontario Building Code (Section 3.8) (c) Greater Sudbury Sign By-Law (2021-111)

Permit Conditions:

1) No sign shall remain erected after the expiry date, whereby a permit has not been renewed and payment fee has not been received by our office on or before the expiry date.
   If this condition is not met, the City may:
   a) Enter upon the land to pull down and remove the sign, whereby the sign will be stored for 30 days, and charge any applicable user fee as determined by the User Fee By-law in effect at the time; including removal and storage fees. Additional fines may be laid under the Portable Sign By-Law 2021-111.
2) Portable sign must be erected in a location completely within the limits of private property, located outside a sight triangle, and that does not block any sight lines or pose a safety risk.
3) Portable sign must not have a sign face with an area in excess of 5 square metres (54 sq ft) or exceeds 2.5 metres (8.2 ft) in height.
4) No portable sign shall be erected within 45 m (150 ft) of another portable sign located on the same property.
5) No portable sign shall be anchored by concrete blocks, sand bags or other unsightly means.
6) No portable sign shall contain a message which relates to any other property other than that on which the sign is located.
7) All electrical wiring must meet Electrical Safety Authority.
8) Sign must be erected by licensed erector (Mobile Sign Dealer business license with City of Greater Sudbury).

For Office Use Only:

Permit Approval:	Receipt:	
Permit Number:	Issuance Date:	Expiry Date:
Issued by:	Officer's Signature:	
Permit Not Approved	Date Fee returned:	Fee returned by: