

Minimum Requirements for Sign Permit Applications

We would be pleased to accept your application once the following minimum requirements have been met.

Please check the boxes to indicate application is complete. Incomplete applications will not be accepted.

1. A completed application form and non-refundable application fee of \$100.00 for each proposed sign (double application fee is applicable for each sign erected prior to permit issuance) plus a \$50.00 non-refundable fee for each sign requiring design by a professional engineer.

Where a comprehensive sign plan is in effect, the non-refundable application fee is \$30.00 for each sign plus a \$50.00 non-refundable fee for each sign requiring design by a professional engineer.

- Schedule 2
- Schedule 3
- Land Title Search \$15.25 fee

2. Two sets of **scaled and metric**, dimensioned drawings including:

- A site plan showing property and premises dimensions and location(s) of signs.
- Building elevations of all businesses on the site, showing the existing and proposed signs.
- A large scale detail of the proposed sign(s) including:
 - Sign dimensions
 - Sign area
 - Copy area
 - Percentage copy area
 - Changeable copy area
 - Height of sign
 - Clearance beneath sign
 - Illumination: Direct ___ Indirect ___
At least one colour copy of the sign is preferred. If this is not feasible, indicate the colours and type of materials used in the corresponding areas.
- A cross section of the proposed sign including anchorage and or attachments details. This will include a cross section of the sign showing the:
 - thickness of the sign
 - wall construction at the sign i.e., concrete, wood or steel stud & spacing
 - type of bolts or screws including the length, diameter and spacing
 - foundation size and depth for freestanding signs

Drawings that are signed and sealed by a Professional Engineer for freestanding and projecting signs and for canopies (including awnings) require a Schedule B for structural.



This application must be completed in full and accompanied by drawings detailing the requirements listed on the back of this form. One application is required for each sign. Incomplete applications will not be accepted.

Site Address:

Applicant Name: _____	
Address: _____	
City: _____	Postal Code: _____
Phone No. _____	Fax No: _____
	Business
Email Address _____	Licence No. _____
Sign Customer Name: _____	
Address: _____	
City: _____	Postal Code: _____
Phone No. _____	Fax No: _____
	Business
Email Address _____	Licence No. _____
Sign Installer: _____	
Address: _____	
City: _____	Postal Code: _____
Phone No. _____	Fax No: _____
	Business
Email Address _____	Licence No. _____

Type of Sign: _____

Signature: _____ Date: _____

