



**Application for a Sign Permit**  
 Pursuant to ss 8(1.1) of the *Building Code Act, 1992*  
 and Sign By-law No. 6999/09

| <b>Office Use Only</b>  |             |                                     |                 |
|---|-------------|-------------------------------------|-----------------|
| <b>Application Number</b>   |             | <b>Reference Sign Permit Number</b> |                 |
| <b>Date Received</b>  |             | <b>Roll Number</b>                  |                 |
| <b>A. Project Information</b>   |             |                                     |                 |
| Building Number, Street Name  |             | Unit No.                            | Lot/Con.        |
| Municipality  | Postal Code | Plan Number/Other Description       |                 |
| Sign Value (\$)   |             | Area of Sign Face (m <sup>2</sup> ) |                 |
| <b>B. Applicant                      Applicant is   <input type="checkbox"/> Owner or                      <input type="checkbox"/> Authorized agent of owner</b> |             |                                     |                 |
| Last Name   | First Name  | Corporation or Partnership          |                 |
| Street Address  |             | Unit No.                            | Lot/Con.        |
| Municipality  | Province    | Postal Code                         | Email Address   |
| Telephone Number  | Fax Number  |                                     | Cellular Number |
| <b>C. Owner (if different from applicant)</b>   |             |                                     |                 |
| Last Name   | First Name  | Corporation or Partnership          |                 |
| Street Address  |             | Unit No.                            | Lot/Con.        |
| Municipality  | Province    | Postal Code                         | Email Address   |
| Telephone Number  | Fax Number  |                                     | Cellular Number |
| <b>D. Business Tenant (if different from applicant)</b>   |             |                                     |                 |
| Last Name   | First Name  | Corporation or Partnership          |                 |
| Street Address  |             | Unit No.                            | Lot/Con.        |
| Municipality  | Province    | Postal Code                         | Email Address   |
| Telephone Number  | Fax Number  |                                     | Cellular Number |



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|   |  |  |                                      |
|---|--|--|--------------------------------------|
| <b>E. Sign Company or Installer</b>   |  |  |                                      |
| Last Name   | First Name   | Corporation or Partnership                               |                                      |
| Street Address  |  | Unit No.   | Lot/Con.                             |
| Municipality  | Province   | Postal Code  | Email Address                        |
| Telephone Number  | Fax Number   |  | Cellular Number                      |
| <b>F. Purpose of Sign</b>   |  |  |                                      |
| <input type="checkbox"/> Ground   | <input type="checkbox"/> Wall  | <input type="checkbox"/> Billboard                       | <input type="checkbox"/> Development |
| Land and Building Use   |  |  |                                      |
| Text of Sign Proposal   |  |  |                                      |
| <b>G. Attachments (2 copies of each)</b>  |  |  |                                      |
| <input type="checkbox"/> Site Plan of the lot illustrating all existing and proposed sign location(s)<br><input type="checkbox"/> Building elevations showing wall sign location(s)<br><input type="checkbox"/> Sign Plans and Specifications including supporting framework<br><input type="checkbox"/> MTO Permit (if applicable)<br><input type="checkbox"/> Other (specify) |  |  |                                      |
| <b>H. Completeness and Compliance with Applicable Law</b>   |  |  |                                      |
| i.  | This application meets all the requirements of clauses 1.3.1.3(5) (b) to (c) of Division C of the Ontario Building Code (the application is made in the correct form and by the owner or authorized agent, all applicable fields have been completed on this application). | <input type="checkbox"/> Yes <input type="checkbox"/> No |                                      |
|   | Payment has been made of all fees that are required, under the applicable by-law, resolution or regulation made under clause 7(1)(c) of the <i>Building Code Act, 1992</i> , to be paid when the application is made.  | <input type="checkbox"/> Yes <input type="checkbox"/> No |                                      |
| ii.   | This application is accompanied by the plans and specifications prescribed by the applicable by-law, resolution or regulation made under clause 7(1)(b) of the <i>Building Code Act, 1992</i> .  | <input type="checkbox"/> Yes <input type="checkbox"/> No |                                      |



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**H. Completeness and Compliance with Applicable Law (continued)**

|      |  |  |
|------|--|--|
| iii. | This application is accompanied by the information and documents prescribed by the applicable by-law, resolution or regulation made under clause 7(1)(b) of the <i>Building Code Act, 1992</i> , which enables the chief building official to determine whether the proposed sign construction will contravene any applicable law. | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| iv.  | The proposed sign construction will not contravene any applicable law.   | <input type="checkbox"/> Yes <input type="checkbox"/> No |

**I. Declaration of Applicant**

I \_\_\_\_\_ declare that:  
 (print name)

1. The information contained in this application, attached plans and specifications, and other attached documentation is true to the best of my knowledge.
2. If the owner is a corporation or partnership, I have authority to bind the corporation or partnership

\_\_\_\_\_  
 Signature of Applicant

\_\_\_\_\_  
 Date

Personal information contained in this form and schedules are collected under the authority of subsection 8(1.1) of the *Building Code Act, 1992*, and under the authority of Sign By-law No. 6999/09 and will be used in the administration and enforcement of Sign Permits. Questions about the collection of personal information may be addressed to the Chief Building Official, One The Esplanade, Pickering, ON, L1V 6K7, 905.420.4631.