



# Application for a Sign Permit

<b>OFFICE USE ONLY</b>			
Application number:		Received by:	
Date received:		Roll number:	
<b>A. Project information</b>			
Address:			Unit Number:
Municipality: <b>City of Owen Sound</b>	Postal Code:	Plan & Lot Number/Other Description:	
Sign Value Estimate: \$	# of Signs:	Total Area (m <sup>2</sup> ):	
Frontage (m):	If Manufacturing use, total gross floor area (m <sup>2</sup> ):		
<b>B. Applicant</b> Applicant is: <input type="checkbox"/> Owner   or <input type="checkbox"/> Authorized agent of owner			
Principal Contact - Last Name:		First Name:	Corporation or Partnership:
Address:			Unit Number:
Municipality:	Postal Code:	Province:	E-mail:
Telephone Number: (   )	Fax: (   )	Cell Number: (   )	
<b>C. Owner (if different from applicant)</b>			
Last Name:		First Name:	Corporation or Partnership:
Address:			Unit Number:
Municipality:	Postal Code:	Province:	E-mail:
Telephone Number (   )	Fax: (   )	Cell Number: (   )	
<b>D. Sign Designer &amp; Erector (if not listed above)</b>			
Principal Contact - Last Name:		First Name:	Builder:
Address:			Unit Number:
Municipality:	Postal Code:	Province:	E-mail:
Telephone Number: (   )	Fax: (   )	Cell Number: (   )	
<b>E. Proposed Sign Specifications</b>			
Type of Sign			
<u>Accessory:</u>		<u>Non-Accessory:</u>	
<input type="checkbox"/> Facia	<input type="checkbox"/> Roof	<input type="checkbox"/> Poster Panel	<input type="checkbox"/> Pillar
<input type="checkbox"/> Ground	<input type="checkbox"/> Painted	<input type="checkbox"/> Roof	<input type="checkbox"/> Painted
<input type="checkbox"/> Pylon	<input type="checkbox"/> Developer		
<input type="checkbox"/> Awning	<input type="checkbox"/> Projecting	(from _____ to _____)	
<input type="checkbox"/> Marquee	<input type="checkbox"/> Retractable (amendment to by-law or Council approval required)		
Size of Sign:			
<input type="checkbox"/> Double-faced Sign	Number of Sign Faces: _____	Total Sign Area: _____	
Sign Face Dimension:		Face Area:	
Location of Sign: distance from . . .			
Street Line: _____ Nearest Adjacent Property: _____ Other Lot Lines: _____			
Other Sign Details:			
For non-accessory signs, identify location & separation distance of all other non-accessory signs within 100 metres of subject lot:			
<input type="checkbox"/> Flashing Lights – any sign incorporating flashing lights must be located at least 30 metres from any lot in a R1-, R3- or RS-Zone, or any lot in an RC-Zone used for a one-family, duplex, semi-detached or converted dwelling.			

**F. Existing Sign Details**

<u>Type of Sign</u>	<u>Sign Face Dimensions</u>	<u>Sign Area</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
Total Sign Area of Existing Signs:		_____

**G. Other Requirements**

- 1) The following plans must be attached to the application:
  - i. a site plan illustrating the location of the proposed sign on the lot, including setbacks of the sign from all lot lines;
  - ii. plans of the proposed sign illustrating its size, dimensions, sign area, construction, foundation and other applicable details;
  - iii. other information deemed necessary by the sign administrator at his sole discretion (i.e., mounting or electrical specs, etc.);
  - iv. an engineer's report if required by the sign administrator.
- 2) Where the sign abuts a provincial highway under the Ministry of Transportation jurisdiction, approval from MTO may be required; the applicant is responsible for obtaining this approval directly and providing details to the City.
- 3) Where the sign is proposed on a lot under control of the Niagara Escarpment Commission, a development permit from the NEC may be required; the applicant is responsible for obtaining this approval directly and providing details to the City.

**H. Declaration of applicant**

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

1. The information contained in this application, attached schedules, attached plans and specifications, and other attached documentation is true to the best of my knowledge.
2. I have authority to bind the corporation or partnership (if applicable).

\_\_\_\_\_ Date \_\_\_\_\_ Signature of applicant

Personal information contained in this form is collected under the authority of subsection 8(1.1) of the *Building Code Act, 1992*, & will be used in the administration & enforcement of the *Building Code Act, 1992*. Questions about the collection of personal information may be addressed to: a) the City Clerk, or, b) Director, Building & Development Branch, Ministry of Municipal Affairs & Housing 777 Bay St., 2nd Floor. Toronto, M5G 2E5 (416) 585-6666.

**OFFICE USE ONLY:**

**Contact us at:**  
 City Hall  
 808 Second Avenue East  
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 fax (519) 371-0511  
[building@e-owensound.com](mailto:building@e-owensound.com)  
[www.owensound.ca/building](http://www.owensound.ca/building)

Checklist for Sign Application:

Frontage: \_\_\_\_\_

Zoning: \_\_\_\_\_

Permitted signage: \_\_\_\_\_

Current signage: \_\_\_\_\_

# new signs: \_\_\_\_\_

Type: \_\_\_\_\_

Size: \_\_\_\_\_

Charges/Fees:

Permit Fee: \$ \_\_\_\_\_  paid

Penalty Permit Fee: \$ \_\_\_\_\_  paid

Other: \$ \_\_\_\_\_  paid

**Total Charges:** \$ \_\_\_\_\_  paid

Date Issued: \_\_\_\_\_