



## SIGN PERMIT APPLICATION FORM

SIGN IS LOCATED AT SITE ADDRESSED AS _____			TENANT NAME _____	
APPLICANT'S NAME _____		CONTACT PERSON(S) _____		
MAILING ADDRESS _____		TELEPHONE _____	FAX _____	EMAIL _____
SIGN TO BE ERECTED BY: _____				

**WHAT YOU NEED TO APPLY:**

Completed sign permit application form

- 2 copies of a site plan (Surveyor's Building Location Certificate is desirable)
- 2 sets of working drawings (elevation drawings, sign detail, inscription and construction drawings)

**CONSTRUCTION VALUE \_\_\_\_\_ CONSTRUCTION START DATE \_\_\_\_\_**

NO.	TYPE	Existing sign surface area in sq ft	New Addition Replacement	Encroaching	DIMENSIONS	
					1 <sup>st</sup> sign	2 <sup>nd</sup> sign
	<a href="#">FREE STANDING</a>		New Addition Replacement	Yes	Vertical	Vertical
				No	Horizontal	Horizontal
					Depth	Depth
					Height	Height
	<a href="#">ROOF SIGN</a>		New Addition Replacement	Yes	Vertical	Vertical
				No	Horizontal	Horizontal
					Depth	Depth
	<a href="#">FACIA</a>		New Addition Replacement	Yes	Vertical	Vertical
				No	Horizontal	Horizontal
					Depth	Depth
	<a href="#">CANOPY</a>		New Addition Replacement	Yes	Vertical	Vertical
				No	Horizontal	Horizontal
					Depth	Depth
	<a href="#">AWNING</a>		New Addition Replacement	Yes	Vertical	Vertical
				No	Horizontal	Horizontal
					Depth	Depth
	<a href="#">PROJECTING</a>		New Addition Replacement	Yes	Vertical	Vertical
				No	Horizontal	Horizontal
					Depth	Depth

**FEES: Development Permit plus Sign Permit is charged for all Sign Applications**

**5.4 (5) DEVELOPMENT PERMITS**

- |  |         |
|--|---------|
| (a) free standing sign, projecting sign or other structurally supported sign | \$82.00 |
| (b) all other types of signs (except**)                                      | \$41.00 |
| (c) **canopy/awning sign   | \$82.00 |
| (d) for the replacement of sign faces, re-skinning canopy/awning             | \$14.40 |

**PLUS**

**8.1(1) SIGN PERMITS**

- |  |          |
|--|----------|
| (a) free standing sign under 8 feet high*  | \$180.00 |
| Free standing sign over 8 feet high*   | \$206.00 |
| (b) facia sign*  | \$155.00 |
| (c) projecting sign*   | \$170.00 |
| (d) canopy/awning sign*  | \$185.00 |
| (e) for the replacement of sign faces, re-skinning canopy/awning                           | \$ 26.00 |
| (f) *for 2 <sup>nd</sup> and all subsequent signs of the same type on the same application | \$103.00 |

Date \_\_\_\_\_

Applicant's Signature \_\_\_\_\_