Application for Sign Permit

GEORGINA

Sign application is deemed incomplete unless all documents and fees are included with application. Sign permit will be issued when application is approved and fees are paid, with a condition that a final inspection is completed after sign is erected.

Date Received:	Permit Number:

A. Location of Proposed Sign Construction

Street address:	Zoned:	Unit #:	Business Improvement Area (BIA) ☐

The following documents must be included with this application, if required:

- ☐ Survey/Site Plan to scale, with all measurements in metric indicating location of proposed signs, total frontage of property, all boundary lines, location of existing signage, all entrances and exits from buildings.
- ☐ Property Owner's Authorization Letter
- ☐ Drawings and specifications covering the construction of the sign and its supporting framework, the proposed advertising and the identification of materials to be used in its construction.

***More Information may be required by the Officer to ensure compliance**

B. Applicant Information

Applicant is: ☐Business Owner ☐Authorized agent of owner

Last name:	First name:	Company:
Street address:	Unit number:	Lot/Con:
Municipality:	Postal code:	Province:
Telephone number: ( )	Other:	E Mail:

C. Owner Information

Last name:	First name:	Company:
Street address:	Unit number:	Lot/Con:
Municipality:	Postal code:	Province:
Telephone number: ( )	Other:	E Mail:

D. Sign Company Information

Last name:	First name:	Company:
Street address:	Unit number:	Lot/Con:
Municipality:	Postal code:	Province:
Telephone number: ( )	Other:	E Mail:

E. Type of Sign

☐Fascia Sign ☐Ground Sign ☐Mobile Sign ☐Portable Sign ☐New Home Development Sign
☐Projection Sign ☐Banner Sign ☐Inflatable Sign ☐Development Sign ☐Construction Info. Sign
☐Temporary Sign (non- profit – Fee waived) ☐Billboard Sign ☐Other:_____.

Period applied for: From: _____ To: _____. ☐ Permanent

Comments: _____.

F. Declaration of Applicant

I _____ certify that:
(print name)

1. The information contained in this application, any attached plans, drawings, specifications and/or other attached documentation is true to the best of my knowledge.
2. I have authority to bind the corporation of partnership (if applicable).
3. I understand that a final inspection of the proposed sign must be completed once the sign has been constructed or erected.

_____. _____.
Date Signature of Applicant

OFFICE USE ONLY

Application approval date:	Approved by:
Inspected: ☐ Yes ☐ No	Sign permit issued: ☐ Yes ☐ No
Hydro Approval Needed: ☐ Yes ☐ No	Total Fee:

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