



SIGN PERMIT

SIGN PERMIT APPLICATION

DATE: _____ PERMIT #: _____

TO BE COMPLETED BY APPLICANT

NAME AND ADDRESS OF:

OWNER: _____

TENANT: _____

SIGN CONTRACTOR: _____

MAIL PERMIT TO:
OWNER: _____ CONTRACTOR: _____
SIGN TYPE: _____

SIGN LOCATION: _____

FACIA: _____ FREESTANDING: _____

BUILDING HEIGHT: _____

OTHER: _____

BUILDING WIDTH: _____

SIZE OF SIGN(S): _____

PROPERTY AREA: _____

AREA TOTAL: _____

PROPERTY WIDTH: _____

AREA COPY: _____

ILLUMINATED: YES _____ NO _____

HEIGHT TO TOP OF SIGN: _____

REVOLVING: YES _____ NO _____

HEIGHT TO BOTTOM OF SIGN: _____

WEIGHT OF SIGN: _____

SIGN COPY: _____

CONTRACT PRICE: _____

PERMIT FEE: _____

SIGNATURE OF APPLICANT: _____

PHONE NO. _____

NOTE: ALL applications must include two (2) copies of the following information: (see sign Bylaw for further clarification). Most sign companies will be aware of these requirements.

1. Site plans drawn to scale indicating exact location of proposed and existing signs
2. Complete sign plans drawn to scale:
 - a. Freestanding sign and base;
 - b. Facia sign fastening details.
3. Sign elevation drawings for freestanding and facia signs (showing proposed location on building face).
4. Scale drawings of the sign copy and artwork,
5. Completed sign permit application forms.

NOTE: *Structural drawings, signed and sealed by an Engineer, may be required as part of this application.

