

THE BIA's GUIDE TO TEMPORARY SIGNS IN THE CITY OF TORONTO

Municipal Licensing and
Standards Division

June 29, 2010



PERMITS REQUIRED

- A-FRAME SIGNS
- MOBILE SIGNS
- GROUND MOUNTED SIGNS
- NEW DEVELOPMENT SIGNS

A-FRAME SIGN - ATTRIBUTES

- SELF SUPPORTING AND SHAPED LIKE AN “A”
- ONE OR TWO SIGN FACES
- BASE DIMENSION 60cm (2 ft) IN WIDTH
- BASE DIMENSION OF 75cm (30inches) IN LENGTH
- BASE DIMENSION OF MINIMUM 50cm TO MAXIMUM OF 1m (39 inches) IN HEIGHT

WILL I QUALIFY FOR A SIGN PERMIT?

- ✓ MUST BE GROUND FLOOR OCCUPANT
- ✓ MUST HAVE 2.1m OF UNOBSTRUCTED SIDEWALK SPACE
- ✓ MUST HAVE A MINIMUM STORE FRONTAGE OF 6.1m (20ft)

WHERE CAN I PUT MY SIGN?

- NOT PERMITTED ON MEDIANS, TRAFFIC ISLANDS AND CENTRE BOULEVARDS
- MINIMUM OF 2.1metres OF UNOBSTRUCTED SIDEWALK MUST BE MAINTAINED
- MUST BE LOCATED ABUTTING THE BUSINESS
- MUST NOT DISRUPT PEDESTRIAN OR VEHICULAR TRAFFIC
- IF THERE IS A PERMITTED CAFÉ OR MARKETING AREA THE SIGN MUST BE LOCATION WITHIN THAT PERMIT AREA

WHERE IS A SIGN NOT ALLOWED?

- NOT WITHIN 9m OF TRAFFIC CONTROL DEVICE
- NOT WITHIN 9m OF AN INTERSECTION
- NOT WITHIN 3m OF A DRIVEWAY OR SIDE LOT
- NOT WITHIN A REQUIRED PARKING SPACE
- NOT ON VACANT LOTS/LANDS OR ROADWAYS

PERMIT APPLICATION REQUIREMENTS

- ✓ BUSINESS LICENCE WHERE REQUIRED
- ✓ CORPORATE DOCUMENTATION & BUSINESS NAME REGISTRATION WHERE NO BUSINESS LICENCE IS REQUIRED
- ✓ PHOTOS AND SITE PLAN (OR SURVEY) OF EACH SIGN LOCATION
- ✓ SIGN DIMENSIONS AND SKETCH OF SIGN

PERMIT APPLICATION REQUIREMENTS

- ✓ CONTACT INFORMATION OF APPLICANT
- ✓ PHOTO ID OF APPLICANT
- ✓ WRITTEN AUTHORIZATION FROM PROPERTY OWNER
- ✓ WRITTEN APPROVAL FROM BIA (if applicable)
- ✓ GENERAL LIABILITY INSURANCE (2million)

HOW MUCH DOES A PERMIT COST?

- A FRAME SIGNS - \$200.00/yr + gst
- GROUND SIGNS - \$200.00/yr + gst
- MOBILE SIGNS - \$125.00 + gst
- NEW DEVELOPMENT SIGNS - \$200.00 + gst (max of 10 signs per development)

WHERE TO I APPLY FOR A PERMIT?

- APPLICANTS MAY APPLY ON LINE AT www.toronto.ca/licensing/temp_signs.htm
- APPLICANTS MAY APPLY IN PERSON AT 850 COXWELL AVENUE OR 45 STRACHAN AVENUE
- FEES MAY BE PAID BY CASH, DEBIT, CREDIT (VISA & MASTERCARD) OR CHEQUE

APPEAL PROCESS

- REFUSED APPLICATIONS MAY BE APPEALED
- THERE IS NO FEE FOR AN APPEAL
- APPEALS ARE HEARD BY THE LOCAL COMMUNITY COUNCIL

PERMITS

- EVERY SIGN THAT HAS BEEN APPROVED IS ISSUED A PERMIT STICKER
- PERMITS MUST BE DISPLAYED ON THE SO THAT IT IS VISIBLE

IS THERE A FINE FOR NOT HAVING A PERMIT?

- SIGNS THAT ARE DISPLAYED WITHOUT A PERMIT MAY BE REMOVED WITHOUT NOTICE
- ALL COSTS INCLUDING THE REMOVAL, STORAGE AND DISPOSAL WILL BE THE RESPONSIBILITY OF THE SIGN OWNER
- SIGN OWNERS MAY ALSO BE PROSECUTED FOR THE UNLAWFUL DISPLAY OF A SIGN