

For Enquiries Dial 311
From Outside the City of Toronto (416) 392-CITY (2489)

Request Date			Folder No.
Day	Month	Year	

NOTE: A Building Permit is also required for signs except for most painted and window signs.

Application Type: Erect a New Sign or Sign Structure
 Modification to an Existing Sign or Sign Structure – original Building Permit No.: _____

Sign Information

Street No.	Street Name	Lot No.	Plan No.
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Current use of the property:

Does this application rely upon an Approved Sign Variance or Sign By-law Amendment? Yes No

If yes, please provide a copy of the Variance Decision, By-law Amendment or their reference number(s):

Are there outstanding or pending applications related to this application or property? Yes No

If yes, please provide the application number(s):

Have other Sign Permits been issued for these premises? Yes No

If yes, please provide the Permit number(s):

Sign Owner Information

Last Name		First Name	
Company Name (if applicable)			Area Code and Telephone No.
Street No. & Name		Apt./Unit No.	Area Code and Mobile / Pager No.
City	Province	Postal Code	Area Code and Fax No.
E-mail address			

Second Owner (if applicable)

Last Name		First Name	
Company Name (if applicable)			Area Code and Telephone No.
Street No. & Name		Apt./Unit No.	Area Code and Mobile / Pager No.
City	Province	Postal Code	Area Code and Fax No.
E-mail address			

Attachments Required

- All documentation, plans and specifications required to determine compliance with [Chapter 694](#) of the City of Toronto the Municipal Code, The Ontario Building Code (where applicable), and any other laws that may apply to the Sign or Sign Structure.

Applicant's Declaration and Information

I,	Last Name		First Name	
	Company Name (if applicable)			Area Code and Telephone No.
of	Street No. and Name		Apt./Unit No.	Area Code and Mobile / Pager No.
	City	Province	Postal Code	Area Code and Fax No.
E-mail address				

do hereby declare the following:

- The information contained in this application, attached plans and specifications, and other attached documentation is true to the best of my knowledge and in compliance in all respect with [Chapter 694](#) of the City of Toronto the Municipal Code;
- I have read and understood the information listed on [Sign By-law Information Guide](#) regarding Professional Design, Illumination and Other Approvals;
- I have obtained the necessary consent of the property owner as per [§ 694-5 \(D\)](#) of the City of Toronto Municipal Code; and
- I have authority to bind the corporation or partnership (if applicable).

.....
Applicant's Signature

.....
Print Name

.....
Date

Mail Permit to Applicant

Applicant to Pick-Up Permit

The personal information on this form is collected under the authority of ss. 8 and 110 of the *City of Toronto Act, 2006*, and Chapter 694, Signs, General, of the City of Toronto Municipal Code, and will be used specifically for the purpose of creating and maintaining a record available to the general public concerning signs and permit information, evaluation of applications made under Chapter 694, Signs, General, issuance, denial and revocation of permits under Chapter 694, Signs, General, processing applications for variances from and amendments to Chapter 694, Signs, General, creating aggregate statistical reports, enforcement of City of Toronto Municipal Code Chapter 694, Signs, General, Chapter 771, Taxation, Third Party Sign Tax, and any other applicable sign by-law of the City of Toronto, and contacting permit holder(s) or authorized agent(s). Questions about this collection may be referred to the Manager, Sign By-law Unit, Toronto Building, City Hall, 100 Queen St W, 12th Floor, East Tower, Toronto, ON, M5H 2N2, Telephone: 416-392-8000.

