

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

Request Date			Application / Folder No.	
Day	Month	Year		

Please complete and return this form and all accompanying documentation to the above address.
 For 2010, the mandatory inventory must be received by the Chief Building Official by March 31, 2010.

Sign Information

Street No.	Street Name	Lot No.	Plan No.
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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

- Third Party Sign Inventory – The attached Third Party Sign Inventory must contain a list of all Third Party Signs located in the City of Toronto for which you control the display of Sign Copy – *see sample on back of this page.*
- Appointment of Authorized Agent (if applicable) – The attached Appointment of Authorized Agent must be completed if you are authorizing an agent to act on your behalf in respect of the City’s Third Party Sign Tax.

Owner’s Declaration

<i>I,</i>	Last Name	First Name	
Company Name (if applicable)			Area Code and Telephone No.
<i>of</i>	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			

Second Owner (if applicable)

<i>I,</i>	Last Name	First Name	
Company Name (if applicable)			Area Code and Telephone No.
<i>of</i>	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 on this Sign Inventory Declaration and the attached Sign Inventory is true; and
- I have authority to bind the corporation or partnership (if applicable).

Owner’s Signature	Print Name	Date
Owner’s Signature	Print Name	Date

Every Owner, as defined by City of Toronto Municipal Code Chapter 771, Taxation, Third Party Sign Tax (the “By-law”) has an obligation under the By-law to provide certain information as required by section 771-10 of the By-law to the City in a form and manner approved by the City (as set out in the attached Sign Inventory form). Such information must be provided to the City no later than March 31, 2010 for the 2010 taxation year. Failure to provide the requisite information by March 31, 2010, and the making of false or deceptive statements are continuing offences under the By-law punishable upon conviction by a fine for each day the failure to provide the information continues, to a maximum total fine of \$5000 per offence. In addition, the City may assess a penalty from \$120 up to a maximum of double the tax payable for failure to provide the requisite information. The City is not bound by any information provided by an Owner, and may assess the Third Party Sign Tax notwithstanding any information so provided. The City may use any information provided by an Owner for any purpose, including but not limited to enforcement under City of Toronto Municipal Code Chapter 694, Signs, General, and any applicable sign by-law of the City of Toronto.

Pursuant to the By-law, the City has the right to serve on any person a written demand for information or documentation for any purpose related to the administration or enforcement of the By-law as may be necessary to determine compliance with the By-law, and has the right to enter into any premises for the purpose of auditing and inspecting books and records as may relate to amounts payable under the By-law.

The personal information on this form is collected under the authority of ss. 267 and 270 of the *City of Toronto Act, 2006*, and Chapter 771, Taxation, Third Party Sign Tax of the City of Toronto Municipal Code, and will be used for assessment of tax, interest and applicable penalties owing under Chapter 771, issuance of notice of assessment of amounts owing and issuance of rebates under Chapter 771, enforcement of unpaid tax amounts, 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 sign owner(s) or authorized agent(s). Questions about this collection may be referred to the Sign By-law Unit, at Toronto Building, City Hall, 100 Queen St W, 14th Floor West Tower, Toronto, ON M5H 2N2, Telephone: 416-392-8000.