

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

Folder No.	Date (yyyy-mm-dd)
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**LOCALITIES**

<input type="checkbox"/> Toronto and East York	<input type="checkbox"/> North York	<input type="checkbox"/> Scarborough	<input type="checkbox"/> Etobicoke York
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**Application Type**

<input type="checkbox"/> Erect a New Sign or Sign Structure
<input type="checkbox"/> Modification to an Existing Sign or Sign Structure
Original Building Permit No.: _____

**Sign Information**

Street No.	Street Name	Lot No.	Plan No.
<b>Current use of the property:</b>			
Does this application rely upon an Approved Sign Variance or Sign By-law amendment <input type="checkbox"/> Yes <input type="checkbox"/> No			
If <b>yes</b> , provide a copy of the Variance Decision, By-law Amendment or reference numbers: _____			
Are there outstanding or pending applications related to this application or property? <input type="checkbox"/> Yes <input type="checkbox"/> No			
If <b>yes</b> , provide the application number(s): _____			
Have other Sign Permits been issued for these premises? <input type="checkbox"/> Yes <input type="checkbox"/> No			
If <b>yes</b> , provide the Permit number(s): _____			

**Sign Owner or Tenant Information**

First Name		Last Name	
Company Name (if applicable)			Telephone No.
Street No.	Street Name	Suite/Unit No.	Mobile No.
City/Town		Province	Postal Code
			Fax No.
E-mail Address			

**Second Sign Owner or Tenant Information**

First Name		Last Name	
Company Name (if applicable)			Telephone No.
Street No.	Street Name	Suite/Unit No.	Mobile No.
City/Town		Province	Postal Code
			Fax No.
E-mail Address			

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# First Party Sign Permit

## Attachment Required

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

## Applicant Information and Declaration

First Name <b>I,</b>		Last Name	
Company Name (if applicable)			Telephone No.
Street No. <b>of,</b>	Street Name	Suite/Unit No.	Mobile No.
City/Town	Province	Postal Code	Fax No.
E-mail Address			
<p><b>do hereby declare the following:</b></p> <ul style="list-style-type: none"> <li>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 <u>Chapter 694</u> of the City of Toronto Municipal Code;</li> <li>I have read and understood the information listed on <u>Sign By-law Information Guide</u> regarding Professional Design, Illumination and Other Approvals;</li> <li>I have obtained the necessary consent of the property owner as per <u>§694-5 (D)</u> of the City of Toronto Municipal Code; and</li> <li>I have authority to bind the corporation or partnership (if applicable).</li> </ul>			
Signature		Print Name	Date (yyyy-mm-dd)

## Method of Response

Please select one method you prefer to receive the permit:  Mail  Pick-Up

## Permit Fees

§ 442-8. Sign permit fees. [Amended 2011-09-27 by By-law No. 1174-2011]

- A. The fees set out in Appendix C, Schedule 8 of Chapter 441, Fees and Charges, for a permit to erect, display or alter a sign shall be based on the total area of all surfaces of a sign upon, against or through which information is or is intended to be displayed.
- B. If an application is cancelled or withdrawn, the applicant may apply for a refund, and the amount of the refund shall be calculated based on the total required fee, as follows:
- Seventy-five percent of fee refunded if the application is cancelled or withdrawn prior to the review of the application and 50 percent if it is cancelled or withdrawn after the review has started but prior to permit issuance.
  - Forty percent of fee refunded if the permit has been issued minus \$80 for each field inspection performed before the request for refund was received.
  - If the fees paid are less than the total required fees, the amount of the refund will be reduced by the amount of the unpaid fees.

\*NOTE: If the amount of fees refundable as calculated under this section is less than the minimum permit fee applicable to the work, there shall be no refund.

The personal information on this form is collected under the City of Toronto Act, S.O. 2006, Chapter 11, Schedule A, s. 136(c) and Toronto Municipal Code, Chapter 694, Signs, General. The information collected will be used for processing applications and creating aggregate statistical reports, for enforcement of the City of Toronto Municipal Code, Chapter 694, Signs, General and Chapter 771, Taxation, Third Party Sign Tax and for contacting permit holder(s) or authorized agent(s). Questions about this collection may be referred to the Manager, Sign By-law Unit, Toronto Building, 100 Queen Street West, Ground Floor, East Tower, Toronto, M5H 2N2 416-392-4235.

