

Temporary Mobile Sign

Applications must be submitted in person at Parks, Forestry & Recreation Customer Service sections located in any of the three (3) Civic Centre locations and Toronto City Hall. Applications must be complete.

Incomplete applications will NOT BE accepted.

Parks, Forestry and Recreation Programming and Not-for-Profit Organization Only

For-profit groups are to contact Municipal Licensing & Standards
@ 416-392-6700 or www.toronto.ca/licensing

Temporary Mobile Sign Provider must have business license under Chapter 545, Toronto Municipal Code

Application Information

Use of Temporary Mobile Sign <input type="checkbox"/> PF&R Programming <input type="checkbox"/> Not-for-Profit (under \$5,000.00)			Application Date (yyyy-mm-dd)	
<input type="checkbox"/> Not-for-Profit (over \$5,000.00) Registration Number:			File No.: Staff to complete.	
Park/Facility Name of Sign Location		Park/Recreation Supervisor Name		
Address of Sign Location, major intersection and/or location within the park				
City	Province	Postal Code	Dates Requested for Sign Display From (yyyy-mm-dd): To (yyyy-mm-dd):	
Applicant Name				
Applicant Address (if different from above)				
City	Province	Postal Code	Phone Number	
Name of Municipal Licensing & Standards Licensed Temporary Mobile Sign Owner:			Business Licence Number	
Business Address of Temporary Mobile Sign Owner:				
City	Province	Postal Code	Business Telephone Number	
Name of Individual responsible for Temporary Sign:			Business Telephone Number	

Application Requirements Please confirm the statements below by checking each checkbox * REQUIRED

Is the temporary sign to be used for PF&R programming?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is this location for not-for-profit programming as per 693-25? If yes, please specify use: (example: Organization/Community group programming, festival, special event)	<input type="checkbox"/> Yes <input type="checkbox"/> No
Mobile sign size: Meets requirements Maximum height 2.5 metres (8 feet), maximum width 3.05 metres (10 feet).	<input type="checkbox"/> Yes <input type="checkbox"/> No
A site plan or survey, identifying the location of the temporary sign on the premise as per 693-17B (2) D, 693-18A (2) A and 693-24A (2) has been submitted with this application form.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Written authorization from the property owner (Parks/Recreation Supervisor) to permit the applicant to have the temporary sign located on the premises has been submitted with this form.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Photo or replica (design) of the front and rear face of the sign as per 693-18B (8) has been submitted with this form.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Insurance Commercial General Liability (CGL) (original form only) completed by your agent has been submitted with this form. This Insurance form must be signed and stamped by the agent (authorized representative / minimum liability \$2,000,000)	<input type="checkbox"/> Yes <input type="checkbox"/> No

Mobile Sign Permit Administration Fees

Not-for-Profit Programming: Valid for 30 days.	<input type="checkbox"/> \$20.00
Not-for-Profit Festivals and Special events: Valid for 30 days. Mobile signs must be removed 48 hours after the conclusion of events	<input type="checkbox"/> \$20.00
PF&R Programming	<input type="checkbox"/> Waived

Applicant Signature _____

Date (yyyy-mm-dd) _____

Notice of Collection

The personal information on this form is collected under the legal authority of City of Toronto Act, 2006, ss. 8, 74 & 136, and the City of Toronto Municipal Code Chapter 441, Fees and Charges and Chapter 608, Parks. The information is used for the purpose of evaluating your temporary mobile sign application. Questions about this collection can be directed to Manager, Customer Service, Toronto City Hall, 1st floor, 100 Queen St. West, Toronto, M5H 2N2 Metro Hall, Telephone 416-392-1902.