



# Third Party Sign Inventory

Date Received (yyyy-mm-dd)

## Sign By-law Unit

Ground Floor, East Tower, Toronto City Hall  
100 Queen Street West  
Toronto Ontario, M5H 2N2

Please complete and return this form and all accompanying documentation to the above address. Such information must be provided to the City no later than January 31

### Owner(s) Information and Declaration

First Name <b>I,</b>		Last Name		Company Name
Street No. <b>of,</b>	Street Name		Suite/Unit No.	Telephone No.
City/Town		Province	Postal Code	Mobile No.
E-mail Address				Fax No.

### And, (use this space in case of joint ownership only)

First Name <b>I,</b>		Last Name		Company Name
Street No. <b>of,</b>	Street Name		Suite/Unit No.	Telephone No.
City/Town		Province	Postal Code	Mobile No.
E-mail Address				Fax No.

#### do hereby declare the following:

1. The information contained on this Sign Inventory Declaration and the attached Sign Inventory is true; and
2. I have authority to bind the corporation or partnership (if applicable).

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date (yyyy-mm-dd)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date (yyyy-mm-dd)

### Attachments

1. 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 page*
2. 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.

Continue on next page.

# Third Party Sign Inventory

## Sample Third Party Sign Inventory Submission

Owner(s): ABC Sign Company Limited

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Sign ID Number	Address of Sign Structure	Size of Sign (in square meters)	Name of Authorized Agent An Appointment of an Authorized Agent form must accompany this Sign Inventory	Type of Sign Choose from the following types of signs and list all types that apply to the sign: Fuel pump signs; Ground signs; Overhanging Structure signs; Projecting signs; Roof signs; Topiary signs; Wall signs; and Window signs *	Type of Sign Copy on Sign Choose from the following types of Sign Copy and list all types that apply to the sign: Static Copy; Mechanical Copy; Electronic Static Copy; and Electronic Moving Copy
	100 King Street	18.86 m <sup>2</sup>	n/a	Wall Sign	Static Copy
	120 Queen Street	37.72 m <sup>2</sup>	n/a	Ground Sign	Static and Mechanical Copy
	150 Queen Street	56.00 m <sup>2</sup>	XYZSign Media (see attached authorization form)	Roof Sign	Mechanical Copy
	500 Dundas Street	18.86 m <sup>2</sup>	XYZSign Media (see attached authorization form)	Roof Sign	Static Copy
	400 College Street	37.72 m <sup>2</sup>	n/a	Roof Sign	Electronic Static Copy and Static Copy

\* All Sign Types and Sign Copy Types are defined in City of Toronto Municipal Code Chapter 771, Taxation, Third Party Sign Tax, and/or in City of Toronto Municipal Code Chapter 694, Signs, General.

Every Owner, as defined by the 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. Such information must be provided to the City no later than March 31, 2010 for the 2010 taxation year and January 31 for all other tax years. Failure to provide the information, and the making of false or deceptive statements are continuing offences under the by-law punishable upon conviction by a fine each day the failure to provide the information continues, to maximum total fine of \$5000 per offence. In addition, the city may assess a penalty from \$120 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 the Owner for any purpose, including but not limited to enforcement under the 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 any person with 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 premises for the purpose of auditing and inspection books and records as may relate to amounts payable under the by-law.

