

APPLICATION REQUIREMENTS

Temporary Sign Permits – Mobile

Temporary Signs

Temporary signs are signs that are not permanently attached or fixed to a structure or surface. The [Temporary Signs Bylaw](#) regulates the size and location of all temporary signs on private and public property. Some temporary signs require permits: A-frame signs, new development signs, mobile signs and portable signs.

How can I apply?

- Online <https://www.toronto.ca/business-economy/business-start-ups/business-regulations/business-licences-permits-application-portal/> or in person at 850 Coxwell Avenue, 3rd Floor.
- Mobile signs cannot be renewed – if you are applying for a Mobile Sign you are also required to obtain a Temporary Sign Provider Licence or provide a letter from a business with this licence.

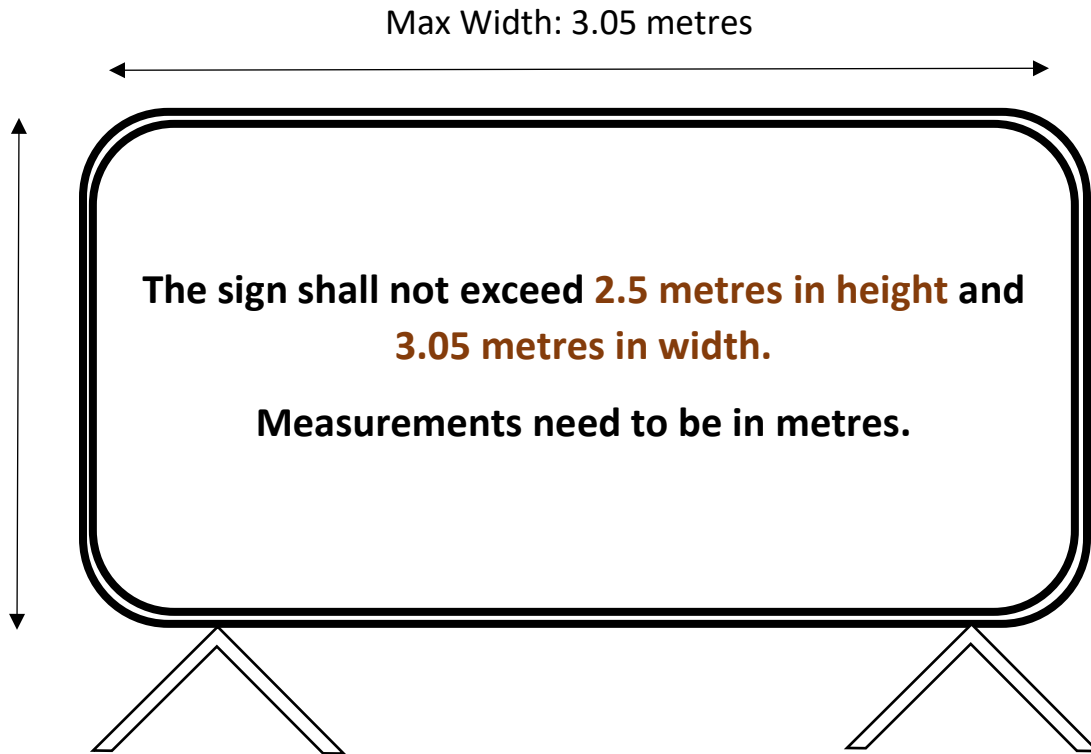
What documents and information do I need to provide if applying in person?

- A Valid Municipal Licence – B37 Licence Category**
- Letter from Property Owner;**
- Photos of Proposed Sign ;**
- Site Plan with Proposed Location**
- Certificate of Insurance filled out, signed and stamped by your Insurance Broker.**

Please note:

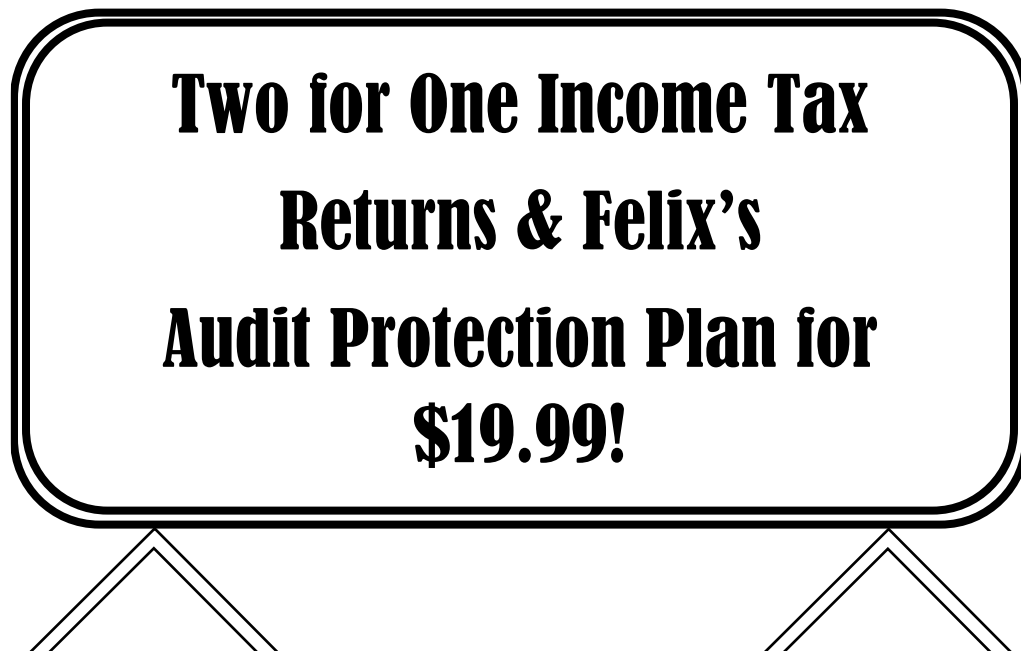
- For Mobile Signs you are only able to apply for six permits a year, per location, per business you may only apply every other month.
- Fees are not refundable; this includes if you are unable to place your sign at the location due to weather, construction, etc.
- Bylaw Enforcement may remove your sign; should you breach the approved location.
- Mobile Signs may only be placed on Private Property.
- Municipal Licensing and Standards may refuse your application at any time if you do not comply under Toronto Municipal Code Chapter 693; Signs.

Mobile Sign Sample Sketch

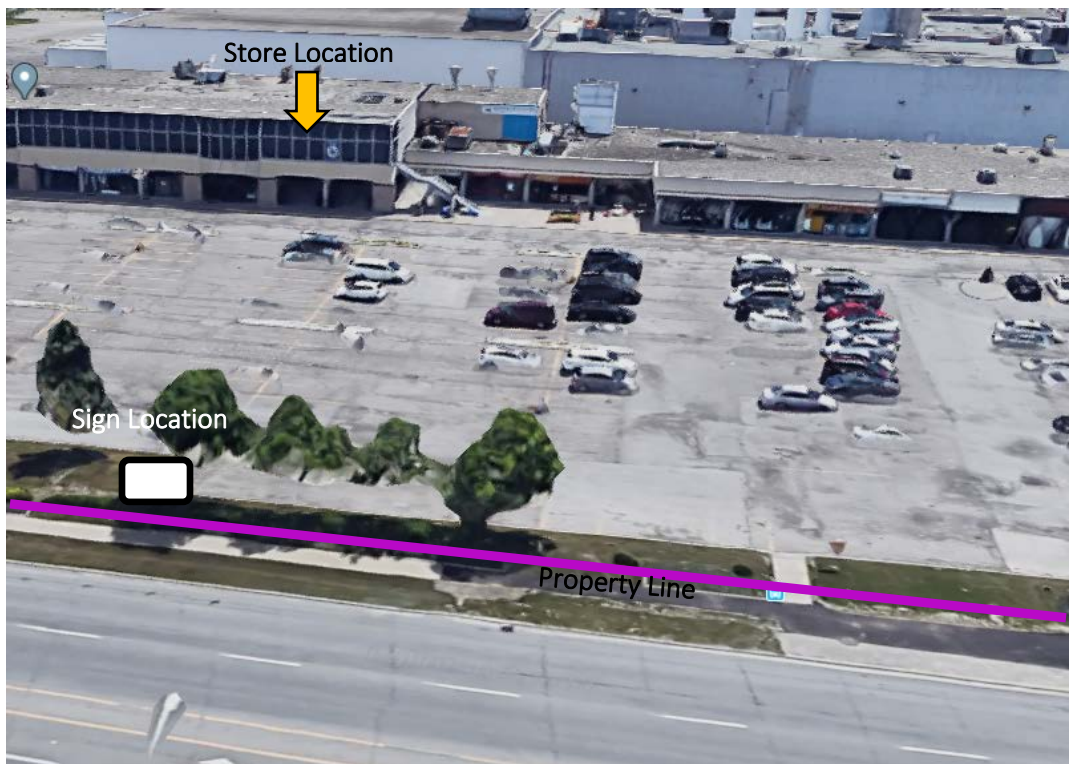


Mobile Sign Photo/Description

*Note – Signs may only have **two sign faces**, content shall be in **black on white** or **white on black**, backlit signs must be CSA, hydro-approved battery or generator driven and **23 metres** to another mobile sign located in the same lot.



Sample Mobile Site Plan/Survey



*Note: Mobile Signs must be located on private property, they must be located in front of the business that the sign is advertising, they shall not be displayed on vacant land or in area with tall grass or weeds, litter trash or unkempt.

To be completed only by the insurer or by its representative.

Name of Insured and Operating Name	City of Toronto Contact Name, Address, and Telephone Number: Municipal Licensing and Standards Road Allowance 850 Coxwell Avenue, 3rd Floor Ontario, M4C 5R1	
Address and Telephone Number of Insured:	MLSRoadallowance@toronto.ca	
	<u>Address for R53 Permits Only</u>	
Operations of the name insured for which this Certificate is issued	Permit Number:	

Commercial General Liability – Minimum Limit to be evidenced - \$2,000,000.00				
Insuring Company	Policy Number	Policy Limit(s) (\$ per occurrence)	Effective Date (yyyy-mm-dd)	Expiry Date (yyyy-mm-dd)
Primary Insurer:				

PROVISIONS OF AMENDMENTS OR ENDORSEMENTS OF LISTED POLICY(IES)

Commercial General Liability is extended to include Bodily Injury Liability, Contractual Liability, Owner’s and Contractor’s Protective Coverage, Products-Completed Operations, Contingent Employers Liability and Non-owned Automobile Liability.

The City of Toronto has been included as an Additional Insured but only with respect to liability arising out of the operations of the Insured for which a permit, license or agreement has been issued by the City of Toronto.

The Commercial General Liability policy(ies) identified above shall protect each insured in the same manner and to the same extent as though a separate policy has been issued to each but nothing shall operate to increase the limits of liability as identified above beyond the amount or amounts for which the Company would be liable if there had been only one Insured.

If insurance is placed in primary and excess layers, file Separate certificates for each. If a facsimile has been transmitted, the original certificate must follow. The Commercial General Liability policy(ies) identified above shall apply as the primary insurance and not excess to any other insurance available to any of the Additional Insured as set out in Paragraph 2.

If the policy is canceled or changed in any manner, for any reason, during the period of coverage as stated herein so as to affect this certificate, thirty (30) days prior written notice (ten (10) days if cancellation is due to non-payment of premium) by registered mail will be given by the insurer to:

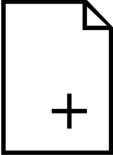
Municipal Licensing &
Standards 850 Coxwell
Avenue, 3rd Floor Toronto,
Ontario M4C 5R1

CERTIFICATION

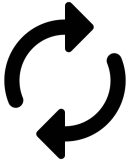
I certify that the insurance is in effect as stated in this Certificate and that I have authorization to issue this Certificate for and on behalf of the Insurer(s). This Certificate is valid until the expiration date(s) stated in the "Expiry Date" provision, unless notice is given in writing in accordance with the provision of this Certificate.

Date (yyyy-mm-dd)	Broker's or Insurer's Name and Address	Signature of Certifying Official

Submit via Online Portal



For New Applications



For Permit Renewals