

APPLICATION REQUIREMENTS

Temporary Sign Permits – Portable Signs

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.
- For renewals payment could be made online; your sticker and permit is on an annual basis. Upon renewal you are required to submit an updated Certificate of Insurance. <https://www.toronto.ca/business-economy/business-start-ups/business-regulations/business-licence-permit-renewal/>

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

- ☐ **A Valid Municipal Licence – if you do not have a valid municipal licence you are required to provide; Articles on Incorporation, two Government issued photo IDs, Master Business Licence (if required);**
- ☐ **Letter from Property Owner;**
- ☐ **Photos of Proposed Sign ;**
- ☐ **Permission Letter from the Business Improvement Area (BIA);**
- ☐ **Site Plan with Proposed Location**
- ☐ **Certificate of Insurance filled out, signed and stamped by your Insurance Broker.**

Please note:

- Portable signs must be located against the building wall and provide a clearance of 2.13 (or 2.5 on some streets) unobstructed pedestrian clearway from your sign to the closest street element or curb;
- Photos or proposed description of your sign is required
- BIA letters are required if your business resides within a BIA
- Signs are not permitted on Yonge Street South of Davenport Road and on Bloor Street from Avenue Road to Sherbourne.
- 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.
- Municipal Licensing and Standards may refuse your application at any time or revoke your permit if you do not comply under Toronto Municipal Code Chapter 693; Signs.

Portable Signs and A-Frame Requirements

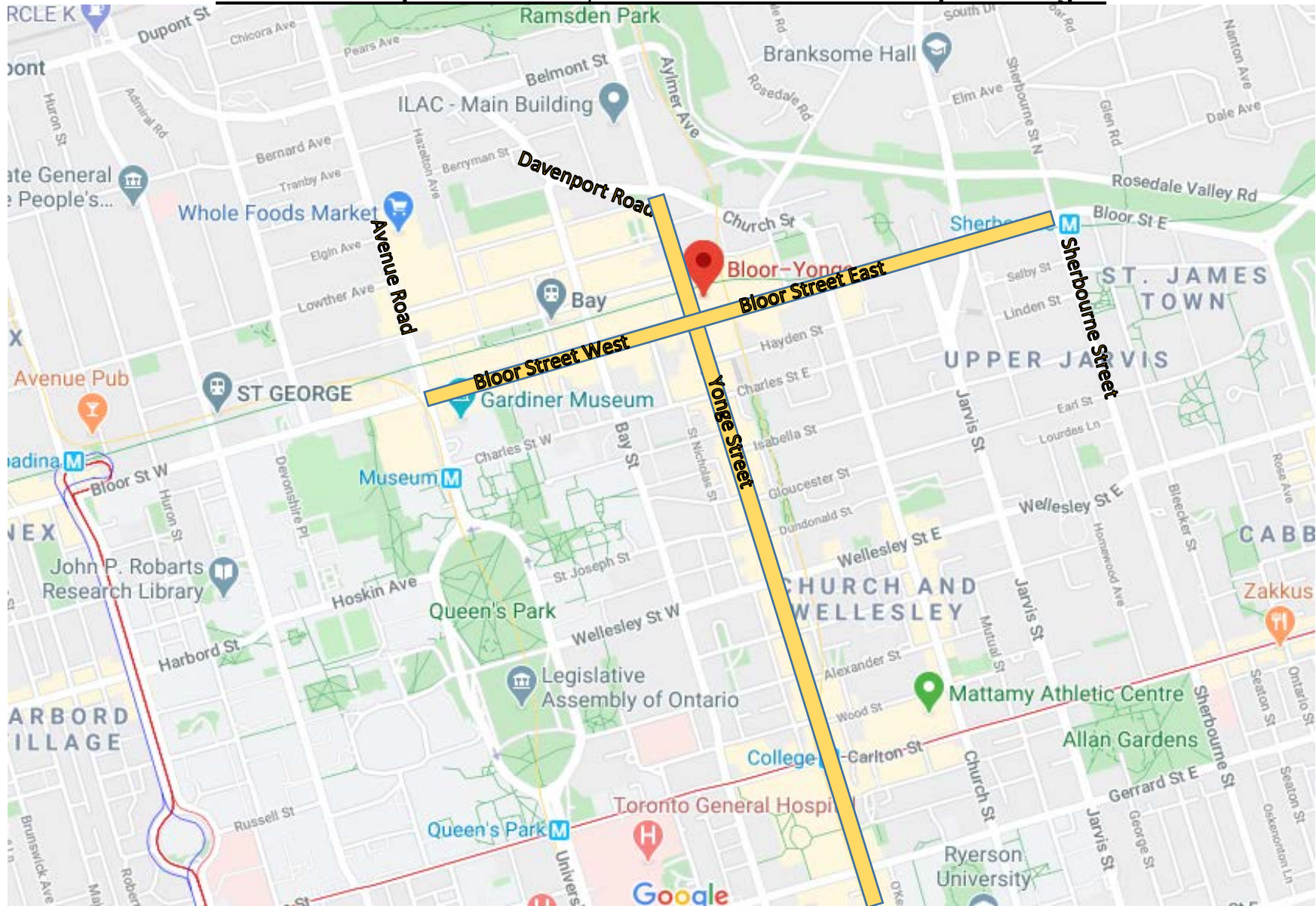
- A Portable or A-Frame sign shall not impede a pedestrian's or driver's view of any parking or traffic control sign, signal or device;
- A Portable or A-Frame sign shall not impede a pedestrian's or driver's view of any intersection;
- A Portable or A-Frame sign shall not be animated, contain any video display elements, be illuminated, have flashing lights, emit sound or have electronic device to create or simulate motion;
- A Portable or A-Frame sign shall only be displayed during open and operating hours of the business;
- A Portable or A-Frame sign may only be displayed on the road allowance abutting the business location it relates too (against business wall);
- If you have a sidewalk patio permit or marketing display permit your temporary sign must be within your approved area;
- You must maintain unobstructed pedestrian clearway of 2.1 metres from the closest street furnishing or curb (whichever is closer);
- A Portable or A-Frame sign are not permitted on Bloor Street East/Bloor Street West between Avenue and Sherbourne Street and On Yonge Street south of Davenport Road;

Please contact MLSroadallowance@toronto.ca for more information.

Chapter 693, Signs

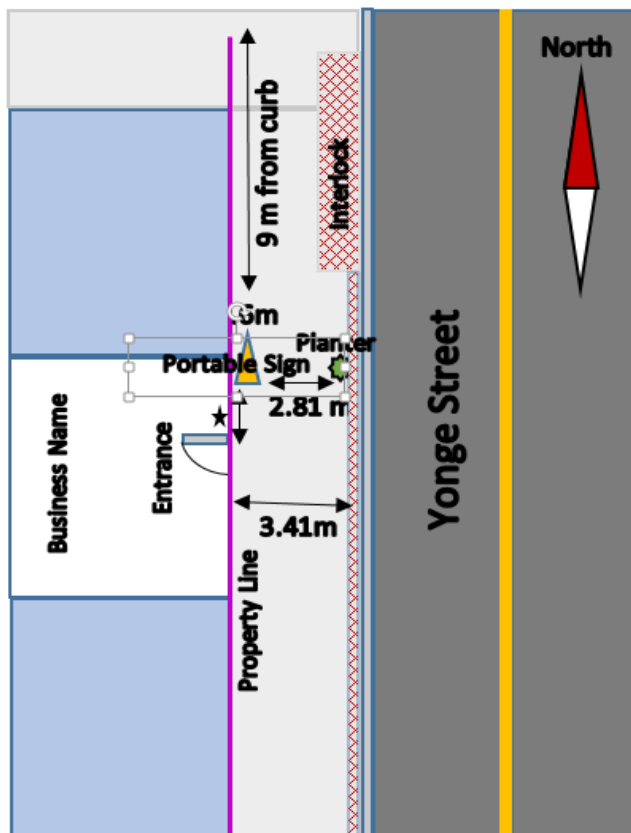
https://www.toronto.ca/legdocs/municode/1184_693.pdf

Restricted Map for A-Frame, Portable and New Development Signs



No A-frame signs shall be displayed or erected along the right-of-way areas along Bloor Street East and Bloor Street West between Avenue Road and Sherbourne Street, or along Yonge Street south of Davenport Road.

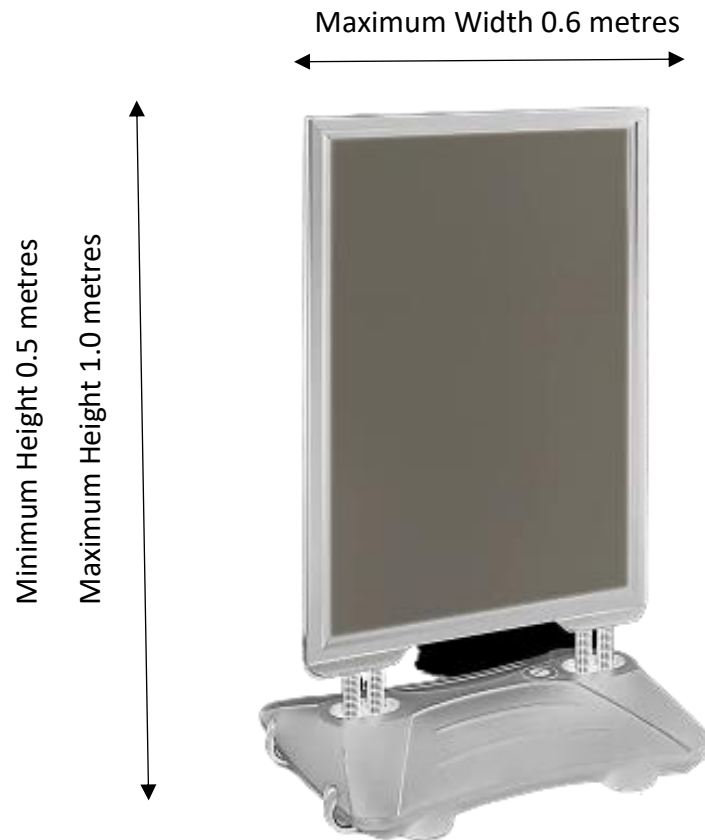
Portable Sign Survey or Site Plan



Business Name
Business Address

- ★ Distance from entrance to Portable Sign 3 m
- Nine metres from curb
- 2.81 metres from planter for pedestrian clearway
- .6 metres width of A-frame
- 3.41 building wall to interlock

Portable Sign Sketch/Photograph



Photograph / Proposed Design

Face 1



Face 2



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:

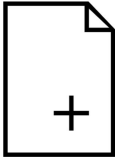
Municipal Licensing &
Standards 850 Coxwell
Avenue, 3rd Floor Toronto,
Ontario M4C 5R1

CERTIFICATION

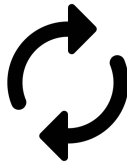
I certify that the insurance is in effect as stated in this Certificate and that I have authorization to issue this Certificate for and on behalf of the Insurer(s). This Certificate is valid until the expiration date(s) stated in the "Expiry Date" provision, unless notice is given in writing in accordance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