

APPLICATION REQUIREMENTS

Temporary Sign Permits – New Development 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);**
- Master Site Plan Required;**
- Photos of Proposed Sign ;**
- Site Plan with Proposed Location**
- Certificate of Insurance filled out, signed and stamped by your Insurance Broker.**

Please note:

- New Development signs must provide a clearance of 2.13 (or 2.5 for some streets) unobstructed pedestrian clearway from your sign to the closest street element or curb;
- Photos or proposed description of your sign is required
- No more than 5 signs relating to the same development on the same side of the street;
- Maximum of 10 signs per development;
- A site plan is required for every sign application;
- 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.

New Development Requirements

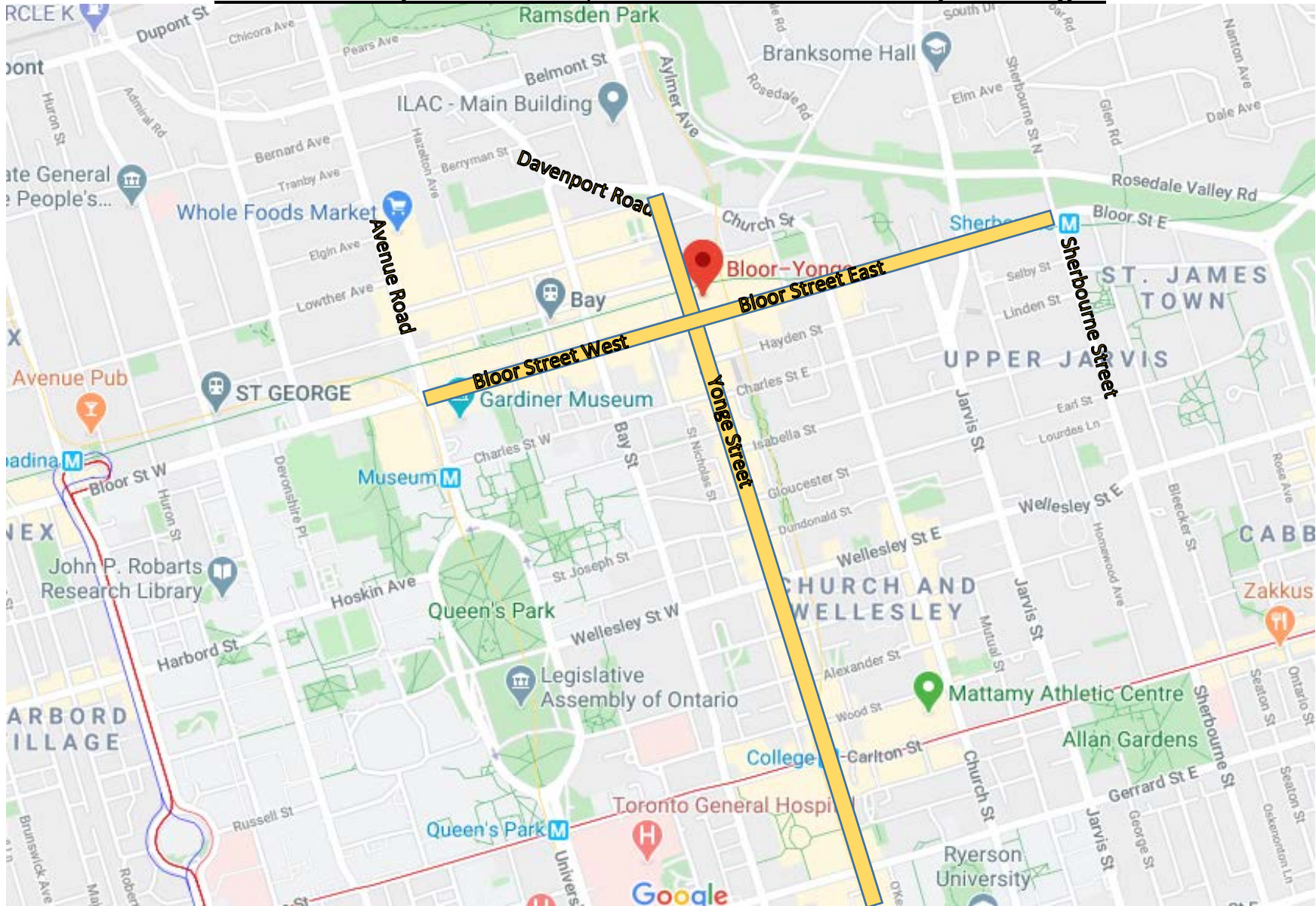
- If the application for a new development sign the property owner must submit written confirmation of no objections to the proposed signage;
- A plan showing the location of each new development sign and the distance from the all other development signs proposed (see master plan);
- Each individual site plan must include nearest street line, sidewalk, intersections, crosswalks, pedestrian crossovers, corner, traffic lights, driveways and street furnishings and the distance from the development sign to these items;
- A maximum of 10 new development signs may be submitted;
- A development sign cannot impede a pedestrian's or driver's view of any vehicular access point;
- A development sign cannot impede view of parking or traffic control sign, signal or device;
- A development sign cannot be animated, contain video display, flashing lights, illuminated, or emit sound or create motion;
- Development signs may only be displayed during the hours before 5:00 PM on a Friday, or after 7:00 AM of the following Monday;
- Placement of signs must allow for pedestrian clearway of 2.1 metres;
- No more than 5 signs relating to the same development on the same side of the street;
- No more than two signs related to the same development on each street block;
- Shall not be closer than 100 metres of an permitted development sign for a different development;
- A development sign cannot be displayed to a residential property; on a centre median, traffic island; or curbside where parking is permitted;

Please contact MLSroadallowance@toronto.ca for more information.

Chapter 693, Signs

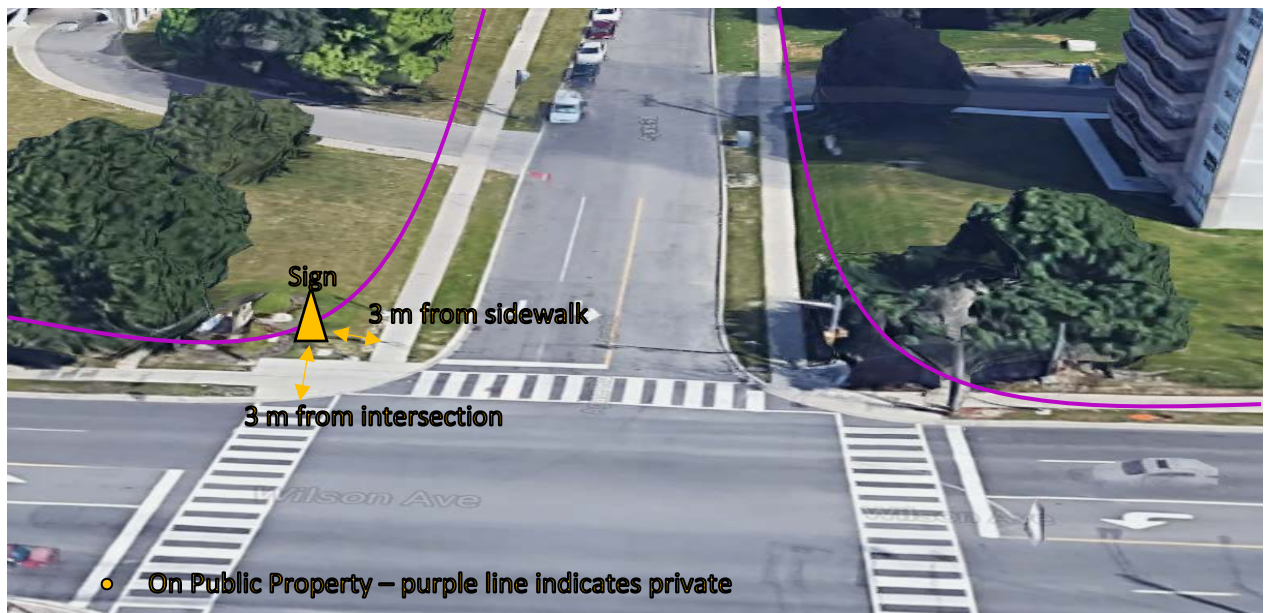
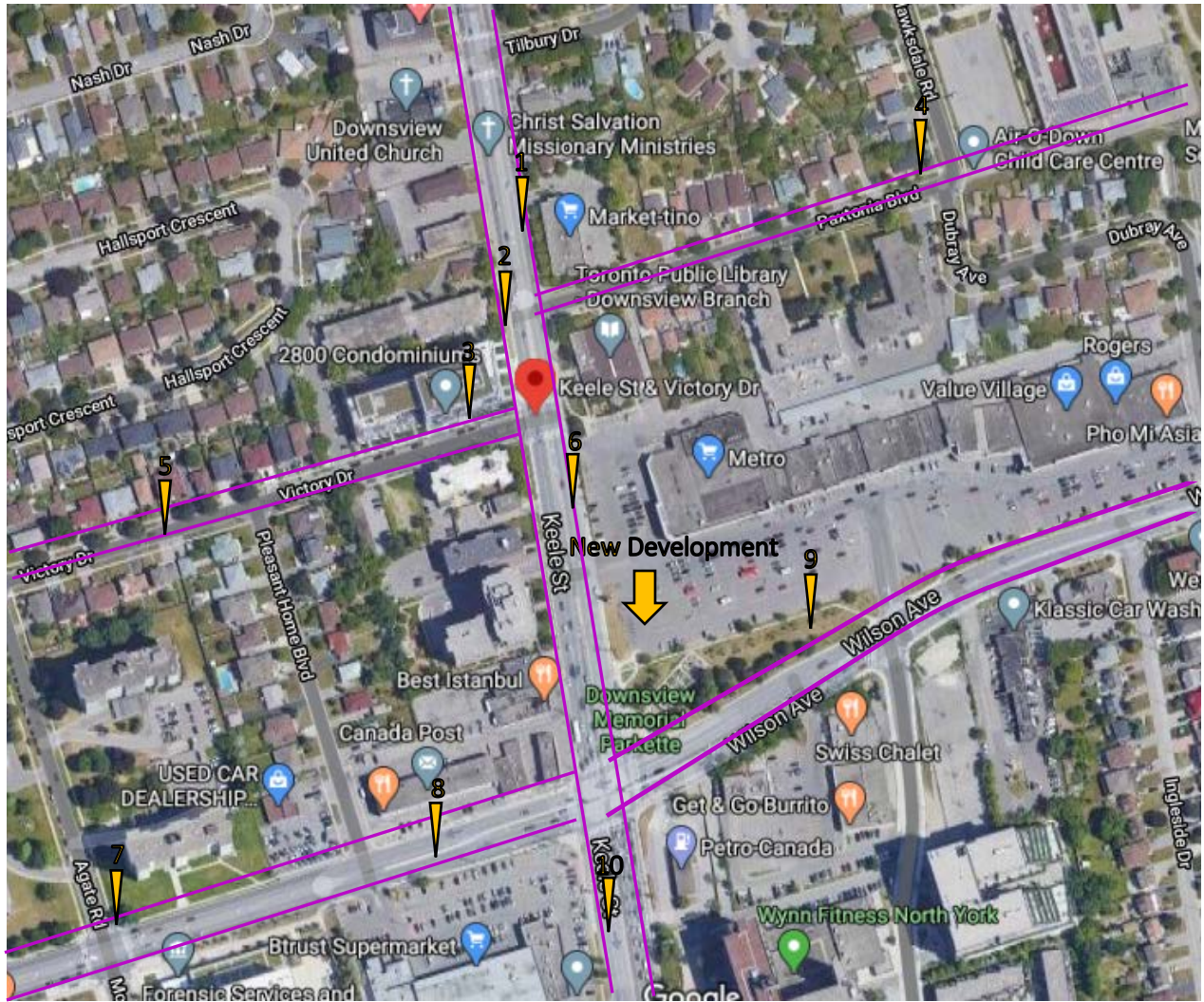
https://www.toronto.ca/legdocs/municode/1184_693.pdf

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.

Master Plan – New Development Site Plan & Individual Site Plan



New Development 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:

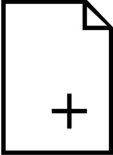
Municipal Licensing &
Standards 850 Coxwell
Avenue, 3rd Floor Toronto,
Ontario M4C 5R1

CERTIFICATION

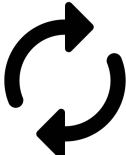
I certify that the insurance is in effect as stated in this Certificate and that I have authorization to issue this Certificate for and on behalf of the Insurer(s). This Certificate is valid until the expiration date(s) stated in the "Expiry Date" provision, unless notice is given in writing in accordance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