

# Permanent sign permit details



## For use by Principal Authority

Permit number: \_\_\_\_\_

### A. Business information

Name of business being advertised: \_\_\_\_\_

Street address: \_\_\_\_\_

Unit number: \_\_\_\_\_ Municipality: \_\_\_\_\_

Postal code: \_\_\_\_\_ Province: \_\_\_\_\_

Phone number: \_\_\_\_\_ Email: \_\_\_\_\_

Web address: \_\_\_\_\_

Description of business use: \_\_\_\_\_

### B. Sign details

Sign details must be indicated in metric units in the appropriate table below. If there are more than five signs on the same property, please fill out a second form.

Table 1: Required details for **ground and/or pylon freestanding signs**

	Sign 1	Sign 2	Sign 3	Sign 4	Sign 5
Lighting (pick all that apply)	<input type="checkbox"/> Internal <input type="checkbox"/> External <input type="checkbox"/> None	<input type="checkbox"/> Internal <input type="checkbox"/> External <input type="checkbox"/> None	<input type="checkbox"/> Internal <input type="checkbox"/> External <input type="checkbox"/> None	<input type="checkbox"/> Internal <input type="checkbox"/> External <input type="checkbox"/> None	<input type="checkbox"/> Internal <input type="checkbox"/> External <input type="checkbox"/> None
Sign face area (square metres per face)					
Set-back from property line (metres)					
Height above grade (metres)					
Height above adjacent roadway (metres)					
Distance from nearest freestanding sign on the same property (metres)					
Distance from other freestanding signs on adjacent property (metres)					

Table 2: Required details for **wall and/or fascia building signs**

	Sign 1	Sign 2	Sign 3	Sign 4	Sign 5
Lighting (pick all that apply)	<input type="checkbox"/> Internal <input type="checkbox"/> External <input type="checkbox"/> None	<input type="checkbox"/> Internal <input type="checkbox"/> External <input type="checkbox"/> None	<input type="checkbox"/> Internal <input type="checkbox"/> External <input type="checkbox"/> None	<input type="checkbox"/> Internal <input type="checkbox"/> External <input type="checkbox"/> None	<input type="checkbox"/> Internal <input type="checkbox"/> External <input type="checkbox"/> None
Sign face area (square metres)					
Area of building face/unit face (square metres)					
Height above ground surface (metres)					
Projection from the building (metres)					
Weight of the sign (kilograms)					
Will it be or is it located on a parapet? (enter yes or no)					

### C. Declaration of applicant

I (print name) \_\_\_\_\_, the applicant, on behalf of myself or a corporation or partnership for which I have authority to bind, hereby make the within application for a sign permit in accordance with the information contained in this application and supplied in the plans and specifications filed. I agree to comply with all relevant bylaws, codes, laws, and regulations. I understand the review of the sign permit application relates only to the City of Guelph Sign By-law, as amended. I understand the City of Guelph in no way assumes any liability for the structural integrity and safety of the sign be issuing a sign permit. I certify the statements herein contained are true, accurate, and made with full knowledge of the circumstances connected with the same, and acknowledge that I have read and understood this declaration.

Date: \_\_\_\_\_

Signature of applicant: \_\_\_\_\_

### Collection of Personal Information

Personal information is being collected and will be used for the purposes of sign permit application review and inspection process by the City of Guelph.

Personal information, as defined by Section 2 of the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA), is collected under the authority of the Municipal Act, 2001, and in accordance with the provisions of MFIPPA. If you have questions about the collection, use or disclosure of this personal information please call 519-822-1260 extension 2349 or email [privacy@guelph.ca](mailto:privacy@guelph.ca).

Alternate formats of this document are available as per the Accessibility for Ontarians with Disabilities Act by contacting Building Services at 519-837-5615 or email [building@guelph.ca](mailto:building@guelph.ca).