BUILDING CODE SERVICES
Sign Permit Application
Form 1

For Office Use Only

Date received: _____

Application number: _____

Place Date Stamp Here

SITE AND SIGN INFORMATION

Municipal Address: _____

Application Type:
- ☐ Permanent
- ☐ Message Centre
- ☐ Digital Menu Board
- ☐ Lansdowne District
- ☐ Static Billboard
- ☐ Digital Billboard
- ☐ Home-based Business / Bed & Breakfast

Use:
- ☐ Residential
- ☐ Other

Zoning: _____

Applicant/Agent	**Last Name**	**First Name**	**Corporation or Partnership**	
	Address			**Postal Code**
	Phone No.	**Cell No.**	**Email Address**	
Property Owner ☐ Same as applicant	**Last Name**	**First Name**	**Corporation or Partnership**	
	Address			**Postal Code**
	Phone No.	**Cell No.**	**Email Address**	
Tenant ☐ Same as applicant ☐ Same as owner	**Last Name**	**First Name**	**Corporation or Partnership**	
	Address			**Postal Code**
	Phone No.	**Cell No.**	**Email Address**	
Contractor ☐ Same as applicant	**Last Name**	**First Name**	**Corporation or Partnership**	
	Address			**Postal Code**
	Phone No.	**Cell No.**	**Email Address**	

Declaration of applicant

I _____ certify that:
(print name)

1. The owner of the property where the sign will be located is aware of and supports this application.
2. The information contained in this application and supporting documentation is true to the best of my knowledge.
3. I have authority to bind the corporation or partnership (if applicable).

_____ (signature of applicant)

_____ (date yyyy/mm/dd)

Furnishing of false, incorrect or misleading information may result in a prosecution and/or revocation of the Permit pursuant to the provisions of the applicable by-law. Personal information on this form is collected under the authority of the Permanent Signs on Private Property By-law and the Municipal Act and will be used in the processing of your Sign Permit application.