



(9-1-1) Blade Sign Application Building Code Services

Municipal Address

Legal Description

Lot number

Plan number

Initial Blade Sign/Post (must be installed by City)

Blade/Post

Replacement Blade Sign/Post (installed by City or owner)

Blade/post - installed by City

Blade/post - installed by owner *

Blade only - installed by owner **

* Blade and/or post is to be picked up **upon notification** at 175 Loretta Avenue, between the hours of 8:00 am and 3:00 pm, Monday to Friday. For fees, see the [Comprehensive Building Code Fee Schedule](#) on the ottawa.ca.

** Choose one of the following pick-up locations for blade only.

City Hall: 110 Laurier Avenue West

Orléans: 225 Centrum Boulevard

Nepean: 101 CentrepoinTE Drive

Kanata: 580 Terry Fox Drive

Metcalfe: 8243 Victoria Street (Tuesdays only)

West Carleton: 5670 Carp Road (Wednesdays only)

North Gower: 2155 Roger Stevens Drive (Thursdays only)

Applicant/Agent

Name

E-mail

Address including Postal Code

Phone number

Cell number

Property Owner

same as applicant

Name

E-mail

Address including Postal Code

Phone number

Cell number

Declaration of Applicant

I, _____

certify that the information contained in this application is true to the best of my knowledge. I acknowledge receipt of the installation specifications (for replacement blade/post installed by owner) and agree to install accordingly.

Signature of Applicant

Date (mm/dd/yyyy)

Personal Information on this form is collected under the authority of the Addressing By-law and Municipal Act and will be used in the processing of your (9-1-1) Blade Sign application.

For Office use only

Application Number

Date Received (mm/dd/yyyy)

Date sent to Sign Shop (mm/dd/yyyy)

Internal mail tracking number

Sign Shop Work Order number

Date received at CSC (mm/dd/yyyy)

Applicant Pick-up

name

Initial

Date (mm/dd/yyyy)

Guidelines and Installation Specifications

The City of Ottawa wants to ensure that when you ask for help, you can be found. All properties within the City of Ottawa must be clearly identified with the civic number assigned by the Chief Building Official, Building Code Services. (9-1-1) blade signs are required when the building on which the civic number is posted is more than 18 metres from the property line.

All (9-1-1) blade signs and posts are manufactured and assembled by the City of Ottawa.

The initial (9-1-1) blade sign and post must be installed by the City, at the owner's expense.

A replacement (9-1-1) blade sign and/or post may be installed by the City or the owner, at the owner's expense. Replacement blade posts must be picked up upon notification at 175 Loretta Avenue, between the hours of 8:00 a.m. and 3:00 p.m. Monday to Friday. Replacement blade signs (blade only) can be delivered to a Client Service Centre for pick up. See the pick up locations on the Application Form.

Owners installing replacement blade signs/posts must ensure that the blade sign/post:

- is located at the street adjacent to the principal vehicular entrance, inside the property line abutting the street and set back no more than 1.5 metres. For corner lots, the sign must be located adjacent to the vehicular or pedestrian access that fronts on the street to which the civic address relates.
- is mounted perpendicular to the street and is clear of all obstructions so that it is visible when approaching from either direction. If the support structure obstructs visibility of one side of the sign, one blade sign per side of the structure is required.
- is located at a minimum height above grade of 1.2 metres.
- is installed a minimum of 0.9 metres in the ground.

Please make sure to "Call Before you Dig" in the event that you are not positive of the proximity of any nearby buried services. Contact **Ontario One Call (ON1CALL)**, The Call Before you Dig Centre, at 1-800-400-2255.

Please remember that it is your responsibility to maintain your civic number (9-1-1) blade sign/post.

Please complete the application form. Once filled out, please mail the application with the required fee to 101 Centre Pointe Drive 2nd Floor, Nepean K2G 5K7, or attend in person at one of the [City of Ottawa Building Code Services counters](#).

For further information leading up to your application, please call Addressing and Signs 613 580 2424 ext 41162 or email addressingandsigns@ottawa.ca. Questions following application may be directed to 911bladerequests@ottawa.ca