



Town of Penetanguishene

Box 5009, 10 Robert Street West
 Penetanguishene, Ontario L9M 2G2
 Phone (705) 549-7453 Fax (705) 549-3743

Permit No. _____

Application for Sign Permit

Address:		

Applicant Name: _____		
Business Name: _____		
E-mail Address: _____	Phone: _____	Fax: _____

Type of Sign(s) (check all that apply)

<input type="checkbox"/> Temporary (banner, portable, etc) Display period:			
<input type="checkbox"/> Canopy	<input type="checkbox"/> Fascia	<input type="checkbox"/> Ground	<input type="checkbox"/> Mobile
<input type="checkbox"/> Projecting	<input type="checkbox"/> Pylon	<input type="checkbox"/> Sandwich Board	

Details of Proposed Sign(s)

Type of Sign (e.g. fascia, ground, etc.)	Sign Area (m ²)	Height (m)	Setback(s) (m)	Illuminated Y/N

Existing Sign(s) (if any)

Type of Sign (e.g. fascia, ground, etc.)	Sign Area (m ²)	Height (m)	Setback(s) (m)	Illuminated Y/N

***** Site Plan and Sign Diagram must accompany this application*****

Documents attached

○ Site Plan Drawings	○ Sign Diagram
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SITE PLAN DRAWINGS REQUIREMENTS

All plans and drawings accompanying a sign permit application shall be provided in duplicate and shall contain the following information:

1. A site plan drawn to scale showing all measurements in metric (metres);
2. The location of existing buildings(s), driveways entrances, and parking areas;
3. The location and dimensions of the frontage and all property lines;
4. The location of all existing signage and setbacks from property lines;
5. The location of the proposed sign on the property and setbacks from property lines;
6. Other information as determined by the Chief Building Official with respect to the building including architectural and structural drawings as may be necessary to determine if the building is structurally capable under the Ontario Building Code, of supporting the sign or advertising device.

SIGN DIAGRAM REQUIREMENTS

Details of the sign drawn to scale, including: dimensions, material, colours, text, graphics, sign area and any other information as may be required to determine compliance with this By-law.

NOTE: Construction drawings for signs > 7.5 metres in height (24'7") or projecting signs > 115kg (254 lb) must be stamped by a Professional Engineer.

Signature of Applicant

Date

Property Owner- Print Name

Property Owner- Signature

OFFICE USE ONLY					
Building and By-law Department Review					
Requires Insurance/Harmless Agreement:	Yes	No	Building Permit required:	Yes	No
Complies with Sign By-law:	Yes	No	Fee: \$	Paid:	Yes No
Zoning:	Approved By:				
Complies with Heritage Use:					
Approved by:	Date Permit Issued:				



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Application Procedure – Sign Permit

Sign Permit

Applications must include the following information. Incomplete applications will not be accepted.

Sign Permits shall not be issued until an application has been filed with the Town accompanied by payment of the appropriate fee and the submission of the following documents:

- Plans to scale showing the location including distance of any roadways, intersections and property boundaries, type and dimensions of all existing and proposed signs or advertising devices on the property.
- Drawings of and information with respect to the building upon which the sign or advertising device is to be attached including the size and location of all other existing signs.
- A letter of consent shall be provided from the owner of the property where an application is for someone other than the owner, or the owner's authorized agent.
- Prior to the issuance of a permit for signage placed on Town lands, for the entire length of time the permit is valid and any subsequent renewal thereof, the owner shall at their own expense obtain and provide the Corporation of the Town of Penetanguishene with a current valid copy of Insurance Liability Policy naming the Town as an additional insured on the policy and a completed Indemnification and Hold Harmless Agreement, against all claims for personal injury, including bodily injury resulting in death, and property damage with an inclusive limit not less than Two Million (\$2,000, 000.00).
- A certificate of review from a structural engineer where required by the Chief Building Official.
- Any other plans or information deemed necessary to establish the conformity of the application to the By-law.
- A copy of the Ministry of Transportation or County of Simcoe Sign Permit, as applicable, if the property fronts onto a Provincial Highway or County Road.

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1. Complete the application form and attach all identified documentation. Submit the entire application package along with the prescribed fee to the Town of Penetanguishene at 10 Robert Street West.
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Renewal Applications must include the same information as a new sign permit (identified above). Incomplete applications will not be accepted.

1. Applications for renewal are to be submitted **by November 30th** and processed between December 1st and December 15th of any given year.