



Application for a Permit to Construct Wall, Ground, & Roof Signs

As regulated by the Ontario Building Code and Town of Perth Sign By-law 4310

For use by Principal Authority				
Application Number:				
Date received:				
A. Project Information				
Building number, street name		Unit number	Lot/Con.	
Municipality	Postal code	Plan number/other description		
Project value est. \$		Area of work (m ²)		
B. Purpose of Application				
<input type="checkbox"/> New Construction <input type="checkbox"/> Alteration/Repair <input type="checkbox"/> Face (Lens) Replacement Only				
Type of Sign <input type="checkbox"/> Ground Sign <input type="checkbox"/> Projecting Wall Sign <input type="checkbox"/> Surface Wall Sign <input type="checkbox"/> Roof Sign				
Proposed use of building		Current use of building		
Description of proposed work				
C. Applicant Applicant is: <input type="checkbox"/> Owner or <input type="checkbox"/> Authorized agent of owner				
Last Name		First Name	Corporation or Partnership	
Street Address			Unit Number	Lot/Con.
Municipality	Postal Code	Province	E-mail	
Telephone Number	Fax		Cell Number	

D. Owner (if different from applicant)				
Last Name	First Name	Corporation or Partnership		
Street Address			Unit Number	Lot/Con.
Municipality	Postal Code	Province	E-mail	
Telephone Number	Fax		Cell Number	

E. Builder (optional)				
Last Name	First Name	Corporation or Partnership		
Street Address			Unit Number	Lot/Con.
Municipality	Postal Code	Province	E-mail	
Telephone Number	Fax		Cell Number	

**Heritage Permit required for signs in the Heritage Conservation District –
Contact Shannon Baillon 613 267 3311 x2227
Must be applied for and attained before Sign Permit can be issued.**

F. Declaration of Applicant	
I, _____ declare that:	
(print name)	
<ol style="list-style-type: none"> 1. The information contained in this application, attached schedules, attached plans and specifications, and other attached documentation is true to the best of my knowledge. 2. If the owner is a corporation or partnership, I have the authority to bind the corporation or partnership. 	
_____	_____
Date	Signature of Applicant

Personal information contained in this form and schedules is collected under the authority of subsection 8(1.1) of the *Building Code Act, 1992*, and will be used in the administration and enforcement of the *Building Code Act, 1992*. Questions about the collection of personal information may be addressed to: a) the Chief Building Official of the municipality or upper-tier municipality to which this application is being made, or b) the inspector having the powers and duties of a chief building official in relation to sewage systems or plumbing for an upper-tier municipality, board of health or conservation authority to whom this application is made, or c) Director, Building and Development Branch, Ministry of Municipal Affairs and Housing 777 Bay St., 2nd Floor, Toronto, M5G 2E5 (416) 585-6666.

Basic Sign Information

Location Address: _____

Sign No: _____ (If multiple signs are applied for, provide the information requested below for each sign)

Sign Dimension (LxW): _____ ft x _____ ft Sign Face Area: _____ ft²

Sign Height (Grade to top most part of sign): _____ ft / Sign Height (Grade to underside of sign): _____ ft

Clearance Height Under Sign _____ (measured from grade immediately below sign to underside of bottom of sign body)

Weight of Sign _____

Sign Material: _____

Note: What material(s) it is made of (Wood, plastic, steel, etc.)

Backlit Sign Yes No

Projection Lit Sign Yes No

Digital Sign Board Yes No

For a surface wall sign, what is the overall thickness of the sign _____

Construction Drawings and Site plan Drawings Requirements

The following design information **must** be provided for all sign permit applications:

- Visual representation of each side of the sign that has an advertising face (photo or artist's rendering, in colour)
- Letter of Authorization and Hold Harmless Form (see attached)

Ground Signs

- **Site plan drawings for ground signs**
 - Show location of sign with the following dimensions from the sign to:
 - each property line
 - driveways or corner, if on a corner lot
 - the building
- **Construction requirements for ground signs**
 - Elevation drawing showing overall height and width of sign, detailing material of all components of sign (i.e. sign board, support posts, foundation system, etc.)

Wall & Roof Signs

- **Site plan drawings for wall and roof signs**
 - A bird's eye view of the building on the property showing the approximate sign location on wall and/or roof
- **Construction details for wall and roof signs**
 - Section drawing indicating anchorage details of wall sign, including existing wall substrate
 - Elevation drawing of entire wall face showing all existing windows, doors, or signs located on wall, including location of new sign
 - Complete design sealed by Engineer for roof signs and projecting hanging signs

LETTER OF AUTHORIZATION FOR SIGN PERMITS

Property Owner Contact Information (Complete all):

Owners Name: _____
(Name of Corporation or Partnership if applicable) (Name of the person signing this authorization, and who if Applicable, has the authority to bind the Corporation or Partnership)

Owners mailing Address: _____

Owners Phone No: _____ Owners Email: _____

Authorized Agent Information (Complete all):

Agents Name: _____
(Name of Corporation) (Name of Primary Contact)

Agents Phone No: _____ Agents Email: _____

Project Location and Description

Project Civic Address: _____ in the Town of Perth, Ont.

Project Description: New Construction Alteration/Repair Face (Lens) Replacement Only
 Ground Sign Projecting Wall Sign Surface Wall Sign Roof Sign

Property Owners Declaration to Authorize Agent

To the Chief Building Official;

I the undersigned, as registered property owner of the above noted property, authorize the agent named above to submit, amend and execute a building permit on our behalf for the project described in this letter.

I understand that the property owner remains ultimately responsible for ensuring that the project is completed in accordance with the Building Code, as amended.

Furthermore, for the purposes of the Freedom of Information Act, I authorize and consent to the disclosure of any information that is collected under the Building Code Act and the Building Code, as amended, to required agencies for the purposes of processing this application

Signature _____ Date _____

Sign Owner Hold Harmless Agreement for Signs Projecting Over Town Property

- Applicant/Owner to provide Proof of Insurance form from owners' insurance provider showing a **minimum** of \$2,000,000.00 general commercial liability coverage and document **must** state that the Town of Perth as additionally insured. Furthermore, the Town of Perth shall be given fifteen (15) days written notice of any cancellation or non-renewal of this policy.

THE UNDERSIGNED hereby agree to hold and save harmless the Corporation of the Town of Perth, it's officers, employees, and officials from all claims or cause of action against the Corporation of the Town of Perth, because of injury or damage to proper of other arising from the placement of a sign or other property of the undersigned and placed on, into or above proper of premises of the Town of Perth. **(If a Corporation, affix a Corporate Seal)**

SIGN OWNER

Name/Title (Print)

Signature

Date