



**Building and Planning Services Department**  
**82 Erie Street, 3<sup>rd</sup> Floor**  
**Stratford ON N5A 2M4**

**(519) 271-0250 Ext. 345**  
[building@stratford.ca](mailto:building@stratford.ca)  
[www.stratford.ca](http://www.stratford.ca)

## Application for Sign Permit per Sign Type

By-law #159-2004

Only one type of sign may be applied for per application.  
 No work shall commence until a permit has been issued.

### General Information:

Type of Sign	<input type="checkbox"/> Fascia <input type="checkbox"/> Ground <input type="checkbox"/> Sandwich Board <input type="checkbox"/> Inflatable <input type="checkbox"/> Other: _____
Number of This Sign Type Being Applied For	
Proposed Sign Location Address	
Property Owner Name	
Property Owner Address	
Property Owner Phone Number	
Property Owner Email Address	

### Applicant or Agent Information:

Applicant/Agent Name	
Mailing Address	
Phone Number	
Email Address	

### Erecting Company Information:

Company Name	
Mailing Address	
Phone Number	
Email Address	

### Sign Information:

The sign is being erected on	<input type="checkbox"/> Private property <input type="checkbox"/> Over public property (an encroachment agreement is required)
If the sign is temporary, what is the installation and removal dates?	

Does the proposed sign meet any of the following conditions?	<input type="checkbox"/> Located in the Heritage Conservation District <input type="checkbox"/> Located within 12 horizontal feet of overhead power lines <input type="checkbox"/> Electrically illuminated, method: _____ <input type="checkbox"/> Other signage exists on the property, type(s): _____
If the proposed sign is a ground sign, what is the sign height?	
Construction value of sign?	
Cost of sign erection?	
Existing use of the property upon which the sign is to be erected?	
Proposed use of the property upon which the sign is to be erected?	
Is a new suite/unit being created?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is any new construction proposed?	<input type="checkbox"/> Yes <input type="checkbox"/> No

## Application Requirements

Sample drawings are provided at the end of this application – please use these as a guide when designing your own site plan and drawings.

- Application Form Completed in Full
- Application Fee(s)
- Site Plan Drawing
  - Must be drawn to scale showing all measurements in metric (metres), and containing the following information:
    1. The municipal address and legal description of the property;
    2. The existing or proposed use of the property;
    3. The zoning category of the property;
    4. The location of all existing buildings and their entrances;
    5. The location of all driveways and parking areas on the property;
    6. The location and dimensions of the frontage and all boundaries of the property on which the sign is proposed to be erected;
    7. The location of the proposed sign on the property;
    8. Other information as determined by the Chief Building Official, 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 Construction Drawing
  - Details of the sign drawn to scale, including dimensions, materials, colours, text, graphics, sign area and any other information as may be required to determine compliance with this By-law.
  - Construction drawings for ground signs >1.6m (5.25ft) or projecting signs >115kg (254lbs) shall be stamped by a Professional Engineer.



## Authorization

To be completed if the application is being submitted by an agent on behalf of the owner.

I, \_\_\_\_\_ (print name) am the owner of the land that is the subject of this application and I authorize \_\_\_\_\_ to make this application on my behalf.

\_\_\_\_\_  
Signature of Owner

\_\_\_\_\_  
Date

## Declaration

It is understood that the issuance of a permit shall not be deemed a waiver of any requirements of all applicable Ontario Statutes and/or By-laws and Regulations of the City of Stratford ("City").

I am the Owner or Authorized Agent(s) of the owner named in the above application, and I certify the truth of all statements or representations contained therein or attached thereto. I agree, if a permit is issued, not to depart from the plans and specifications or sign locations proposed in this application.

I further agree to maintain the sign in good condition and to keep it in good working order. I agree that if the sign is not maintained in good condition and working order, I will comply with any written notice from the Chief Building Official or their designate, and that the Chief Building Official or designate may remove the sign or cause the sign to be repaired in accordance with the Sign By-law No. #159-2004.

I further agree to remove or permit the City of Stratford to remove the said sign when notice is given in accordance with the City's Sign By-law.

I further agree that I will indemnify and keep indemnified the City of Stratford from and against all actions, suits, claims, and demands which may be brought against the City and from all loss, costs, damages and expenses which may be paid or incurred to the City in consequence of the removal and/or subsequent storage of the said sign in the yard of the Department of Public Works of the City of Stratford.

\_\_\_\_\_  
Signature of Applicant

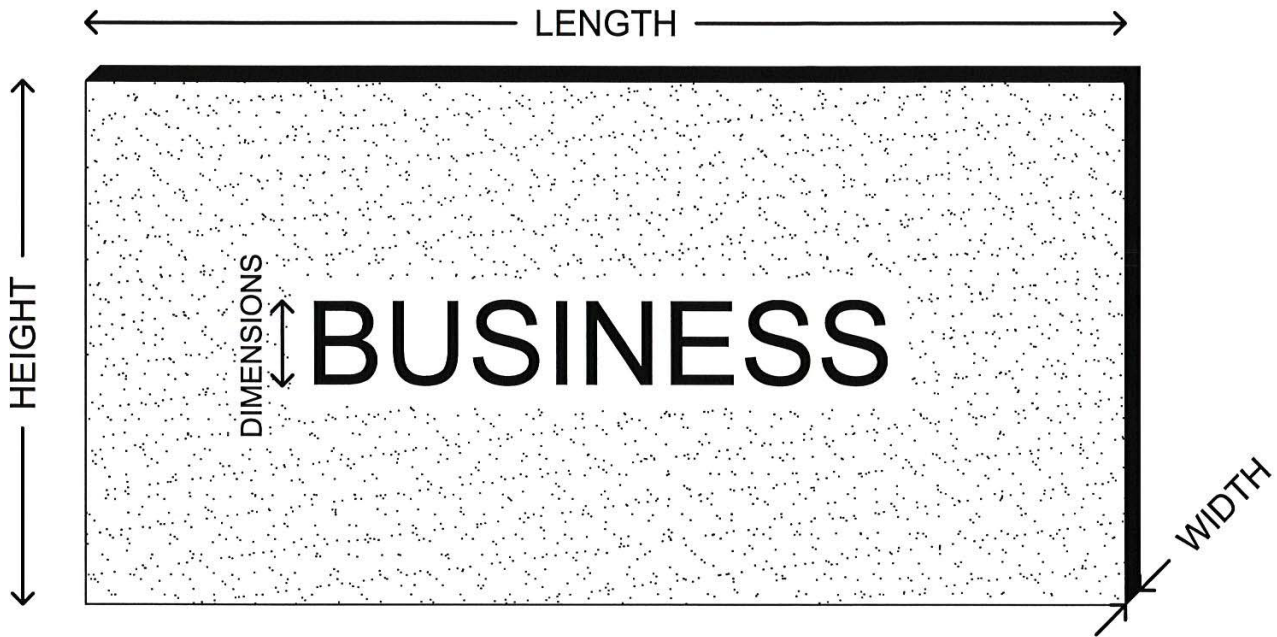
\_\_\_\_\_  
Date

### Notice of Collection

The personal information collected on this form is collected under the authority of the *Municipal Act* and will be used by City staff for the purpose of processing this application and for administrative purposes. Questions about the collection and use of this information may be made to the City Clerk, P.O. Box 818, Stratford, ON, N5A 6W1 or by telephone 519-271-0250 ext. 5329 during business hours.

If you require this form in an alternate format, contact the Building and Planning Services Department at 519-271-0250 extension 5345.





**\*\*INDICATE SIGN GRAPHICS, MATERIALS, SIGN AREA, TEXT AND COLOURS TO BE USED**



THE CORPORATION OF THE CITY OF STRATFORD  
BUILDING and PLANNING DEPARTMENT

## STANDARD SIGN REQUIREMENTS

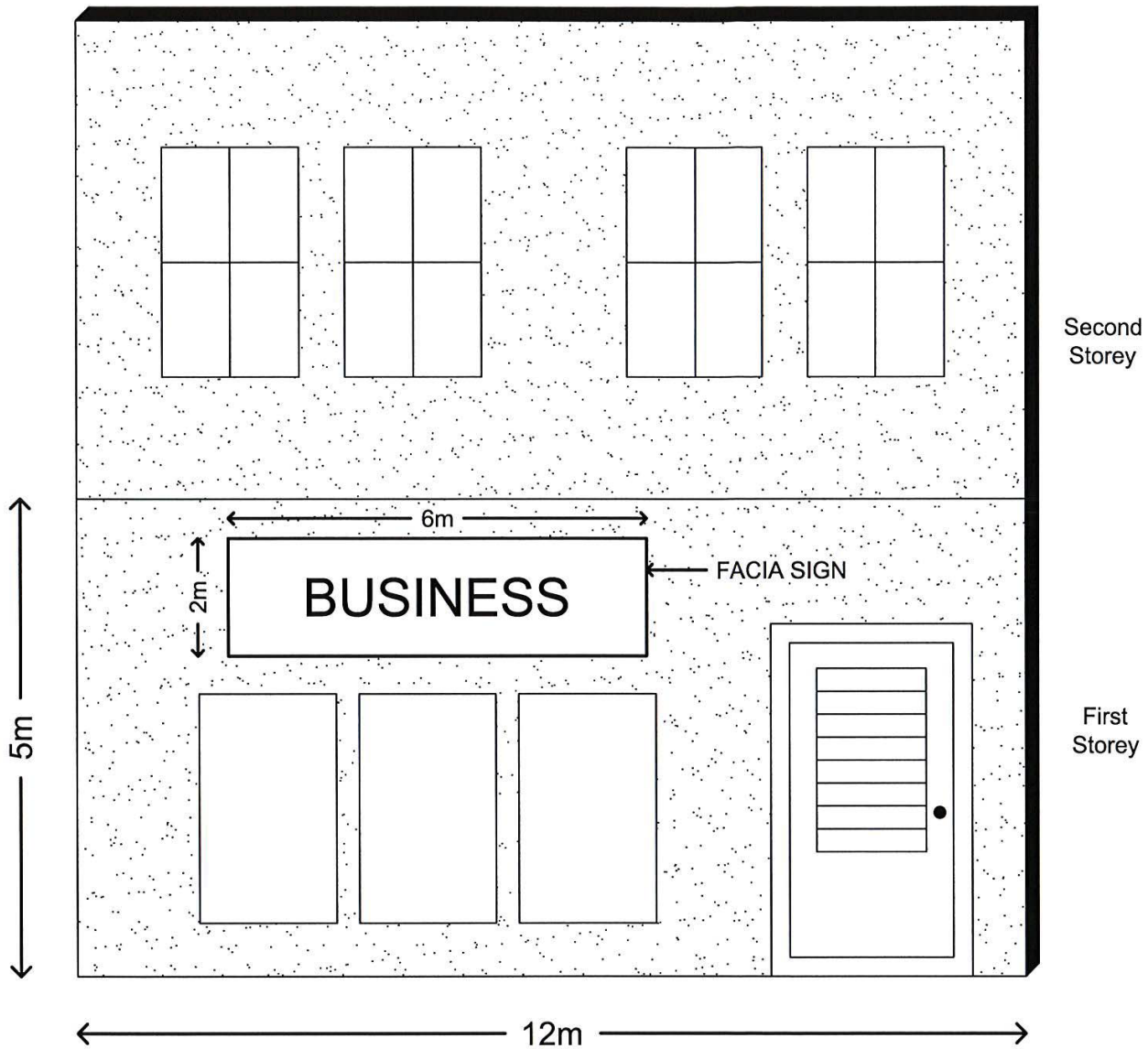
Drawn By: S.Mc.

Date: JUNE 2005

Revision:

Approved By:

B.D.



123 Main Street  
 Business  
 C3 Zoning

Building face of first storey = 60 m<sup>2</sup>

Maximum area of facia sign = 20% of building face or not greater than 12 m<sup>2</sup>

**\*\*SEE SECTIONS 5.2, 10.0, 12.0 TO 14.0 AND 16.0 FOR ADDITIONAL REQUIREMENTS AS APPLICABLE**



THE CORPORATION OF THE CITY OF STRATFORD  
 BUILDING and PLANNING DEPARTMENT

## FACIA SIGN SAMPLE PERMIT DRAWING

Drawn By: S.Mc.

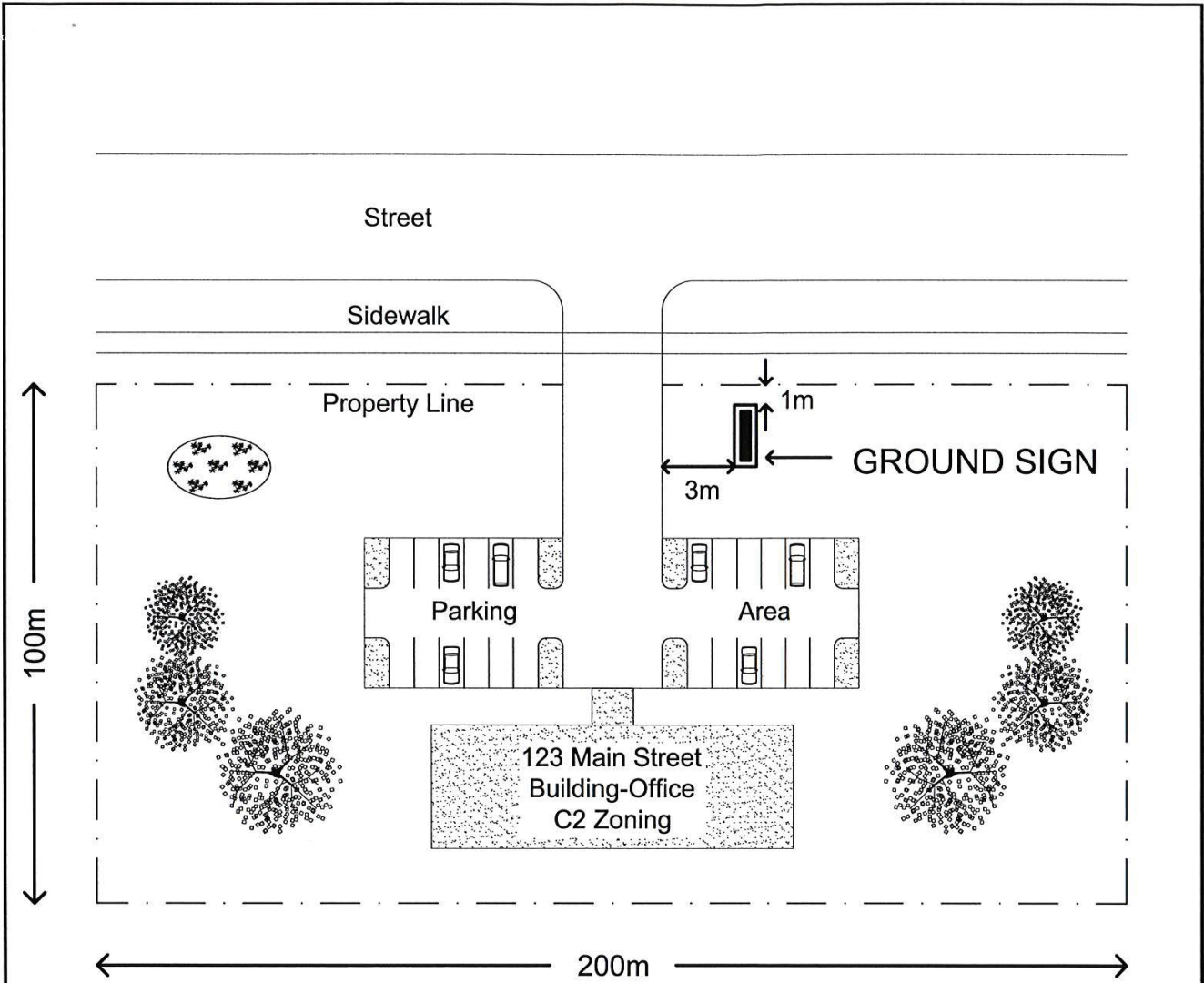
Date: JUNE 2005

Revision:

Approved By:

B.D.





**\*\*SEE SECTIONS 5.3, 10.0 AND 12.0 TO 15.0 FOR  
ADDITIONAL REQUIREMENTS AS APPLICABLE**



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BUILDING and PLANNING DEPARTMENT

## GROUND SIGN SAMPLE PERMIT DRAWING

Drawn By: S.Mc.

Date: JUNE 2005

Revision:

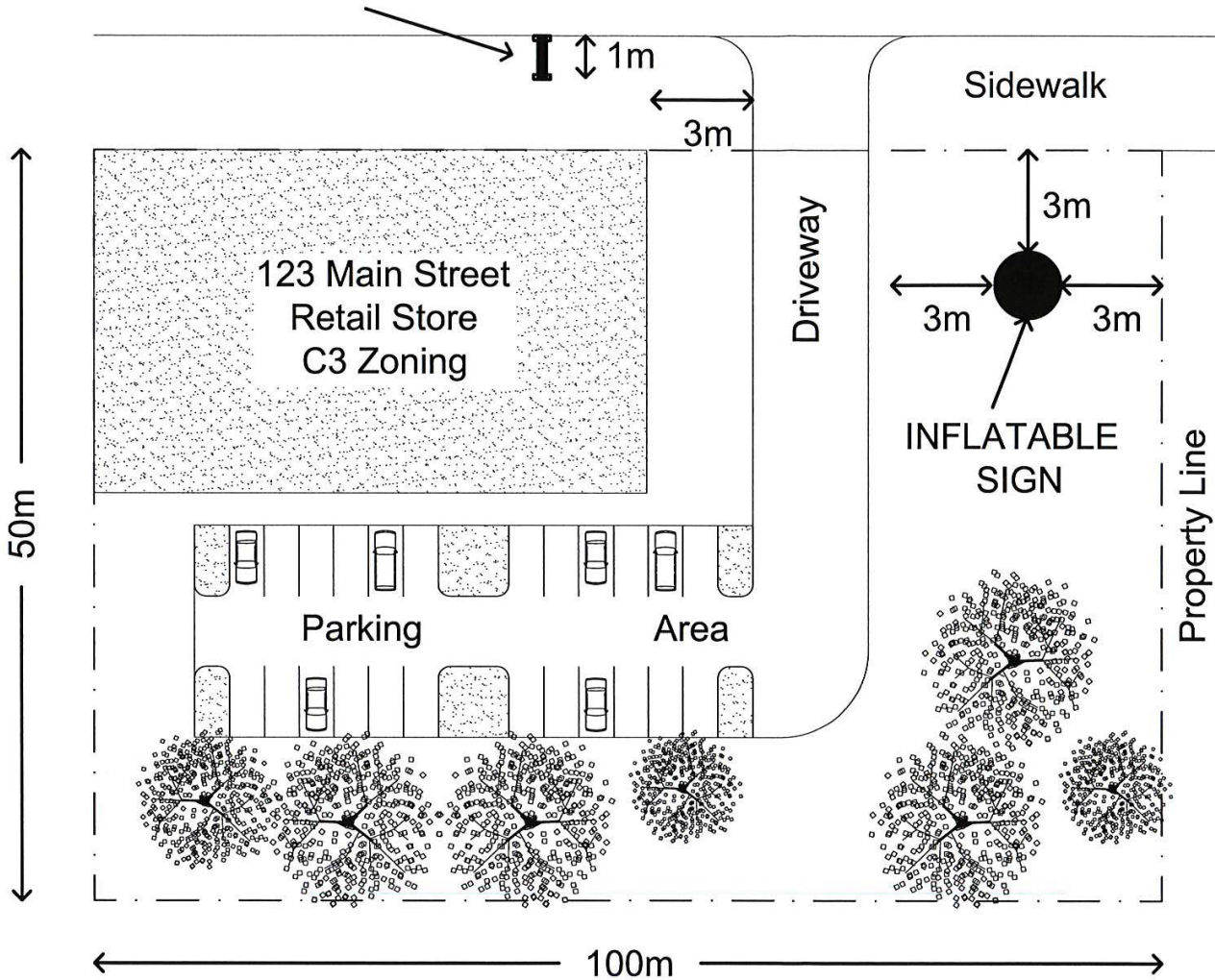
Approved By:

B.D.



**SIDEWALK SIGN**

- Minimum 3m setback from driveway
- Position within 1m setback from curb line



**\*\*SEE SECTIONS 5.4, 10.0, 11.0, 20.3 AND 20.8 FOR ADDITIONAL REQUIREMENTS AS APPLICABLE**



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**INFLATABLE AND  
SIDEWALK SIGN SAMPLE  
PERMIT DRAWING**

Drawn By: S.Mc.

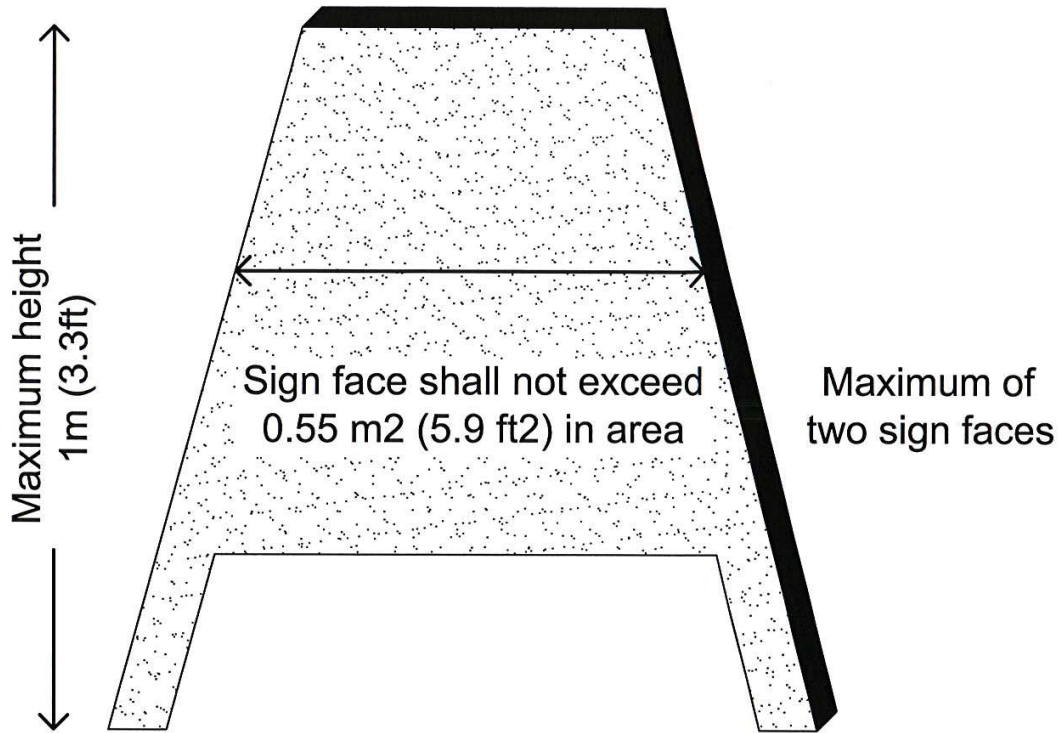
Date: JUNE 2005

Revision:

Approved By:

B.D.





**\*\*SEE SECTIONS 10.0, 11.0 AND 20.3 FOR  
ADDITIONAL REQUIREMENTS AS APPLICABLE**



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BUILDING and PLANNING DEPARTMENT

**SIDEWALK SIGN  
SAMPLE PERMIT  
DRAWING**

Drawn By: S.Mc.

Date: JUNE 2005

Revision:

Approved By:

B.D.

