



**Building and Planning Services Department
Municipal By-Law Enforcement
82 Erie Street, 3rd Floor
Stratford ON N5A 2M4**

**(519) 271-0250 Ext. 345
building@stratford.ca
www.stratford.ca**

Application for Sign Permit per Sign Type
Work shall not commence until a permit has been issued.

Permit Number: _____ Date Received: _____

One type per application	<input type="checkbox"/> Fascia <input type="checkbox"/> Ground <input type="checkbox"/> Sandwich board <input type="checkbox"/> Inflatable <input type="checkbox"/> Other: _____
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Property Owner

Name of Owner	
Address and Postal Code	
Email Address	
Phone Number	
Fax Number	

Applicant or Agent (if any)

Name of Applicant/Agent	
Address and Postal Code	
Email Address	
Phone Number	
Fax Number	

Erecting Company

Name	
Address and Postal Code	
Email Address	
Phone Number	
Fax Number	

Sign Permit Details

Proposed sign location (address)	
Is the sign being erected on private property or over public property? NOTE: If the sign is located over public property an Indemnity Agreement is required.	
Is the proposed sign located in the Heritage Conservation District?	
Is the proposed sign located within 12 horizontal feet of overhead power lines?	
Number of signs:	
If the proposed sign is a ground sign, what is the height of the sign? NOTE: Structural review may be required.	
Is the sign electrically illuminated (state by which method)?	
If sign is temporary, what is the installation date?	



Does any other signage exist on the property (what type)?	
Construction value of sign	
Cost of erection	
What is the existing use of the property upon which the sign is to be erected?	
What is the proposed use of the property?	

Please submit a site plan drawing and a sign proposal with your sign permit application. The requirements for a site plan drawing and sign proposals are attached to the application form.

SITE PLAN DRAWING REQUIREMENTS

All plans and drawings accompanying a sign permit application for a permanent sign 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 municipal address and legal description of the property
3. The existing or proposed use of the property
4. The zoning category of the property
5. The location of all existing buildings and their entrances
6. The location of all driveways and parking areas on the property
7. The location and dimensions of the frontage and all boundaries of the property on which the sign is proposed to be erected
8. The location of the proposed sign on the property
9. 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: and

PROPOSAL OF SIGN TO BE ERECTED

- 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

NOTE TO APPLICANTS: When submitting a sign permit application, each different type of sign has certain requirements that must accompany the application. Site plan examples for different types of signs have been attached for your reference.



addition, an example of different types of signs have been provided outlining the requirements. Please use these as a guide when designing your own site plan and drawings.

SIGN PERMIT CHECKLIST

(This checklist must be completed for the application to be processed)

- Application Fee(s) Included
- Completed Application Form
- Site Plan Drawing (1)
- Sign Construction Drawing (1)

NOTE: Construction drawings for ground signs >1.6m (5.25 ft) or projecting signs >115 kg (254 lbs) shall be stamped by a Professional Engineer

AUTHORIZATION AND DECLARATION

Authorization of Owner for Applicant to Make the Application and Declaration of the Owner

Please complete this section if the application is being submitting by an applicant 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. It is also 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.

I am the owner or Authorized Agent of the owner named in the above application and I certify the truth of all statements or representant 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 in the event the owner of such sign fails to maintain or keep the sign in good working order I will comply with the written notice from the Chief Building Official or their respective designate, and that the Chief Building Official or their designate may pull down the sign or cause the sign to be repaired in accordance with the Sign Bylaw 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 sign By-Law of the City of Stratford.



I also 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

Printed Name of Applicant

Name of Facility

Notice of Collection

The personal information collected on this form is collected by the Corporation of the City of Stratford under the authority of the Municipal Act, 2001, and will be used by Infrastructure and Development Services staff for the purpose of administering the group home licensing program and for administrative purposes and may be made public. Questions about the collection and use of this information may be made to the City Clerk, P.O. Box 818, Stratford, Ontario, N5A 6W1, or by telephone 519-271-0250 ext. 237 during business hours.

