



# APPLICATION FOR PERMANENT SIGN PERMIT

Planning Division – 200 King Street West, 6<sup>th</sup> Floor  
 P.O. Box 1118, Kitchener ON N2G 4G7  
 519-741-2426; [planning@kitchener.ca](mailto:planning@kitchener.ca)

**PLEASE NOTE:** Application takes approximately 5 weeks to process.

Permit to be mailed to (check one):      Business     Applicant     Sign Contractor

Date Submitted:	Proposed Installation Date:	Permit Number (staff to assign):

**1. LOCATION:**

Street Address: \_\_\_\_\_ Unit Number: \_\_\_\_\_

**2. BUSINESS:**

Name: \_\_\_\_\_

**3. APPLICANT:**

Name: _____	Phone: _____
Company: _____	Extension: _____
Street Address: _____	Email: _____
City/Province: _____	Postal Code: _____

**4. SIGN CONTRACTOR:**

Name: _____	Phone: _____
Company: _____	Extension: _____
Street Address: _____	Email: _____
City/Province: _____	Postal Code: _____

**5. TYPE AND NUMBER OF SIGNS TO BE ERECTED:**

Awning _____	Ground Supported _____	Subdivision _____
Billboard _____	New Home Development _____	Tower _____
Construction Information _____	Projecting _____	Home Business Fascia _____
Fascia _____	Roof _____	

Is sign in a Mixed Use Corridor?      Yes     No

Does sign contain automatic changing copy?      Yes     No

**6. LIST ALL OTHER SIGNS LOCATED ON PROPERTY (locations to be shown on site plan):**


**7. SUBMISSION REQUIREMENTS:**

- Two copies of site plan, elevations and foundation details.
- Applications for fascia and projecting signs must be accompanied by a photo or an architectural drawing of the building or portion of the building to which the sign is attached.
- A ground supported or tower sign exceeding 1.8 metres in height, a roof sign exceeding 9.29 m<sup>2</sup>, or a projecting sign attached or fastened in any manner to a parapet wall or weighs more than 25 kg **must** be designed by an architect or professional engineer.
- Prior to installation of any billboard, ground supported or tower sign, the owner or sign contractor must arrange an inspection by calling 519-741-2200 ext. 7847.
- Refer to supplementary “submission requirements for sign applications” document for additional information and applicable fees.

**8. STATUTORY DECLARATION**

I, \_\_\_\_\_, solemnly declare that:

- a) I am the  owner  authorized agent of the owner  the tenant  authorized agent of the tenant of the above-named premises.
- b) I have personal knowledge of the particulars of this application stated above.
- c) All the information and statements given with this application, including drawings and specifications, are true to the best of my knowledge and belief.
- d) I know of no reason why the sign permit should not be granted to me pursuant to this application.

I have read the above and make this solemn declaration conscientiously, believing it to be true, and acknowledge it is of the same force and effect as if made under oath and by virtue of the Canada Evidence Act.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_

**FOR OFFICE USE ONLY:**

Zoning: \_\_\_\_\_ Use: \_\_\_\_\_ Occupancy Permit #: \_\_\_\_\_

MTO Approval Required: Yes  (permit # \_\_\_\_\_) No

Committee of Adjustment Approval Required: Yes  (application # \_\_\_\_\_) No

Heritage Property: Yes  No

Fee: \_\_\_\_\_ Receipt Number: \_\_\_\_\_

Reviewed by: \_\_\_\_\_ Date: \_\_\_\_\_

**FOR OFFICE USE ONLY:**

Sign Type: \_\_\_\_\_

	Required	Provided	Complies
Frontage:			
Sign Height:			
Sign Area:			
Setback:			
Clearance:			
Projection:			
Separation:			
Landscaping:			
Address:			
Visibility Triangles:			
Sign Width:			
Other:			
Other:			

Comments: \_\_\_\_\_

Sign Type: \_\_\_\_\_

	Required	Provided	Complies
Frontage:			
Sign Height:			
Sign Area:			
Setback:			
Clearance:			
Projection:			
Separation:			
Landscaping:			
Address:			
Visibility Triangles:			
Sign Width:			
Other:			
Other:			

Comments: \_\_\_\_\_