APPLICATION FOR PERMANENT SIGN PERMIT
Planning Division – 200 King Street West, 6th Floor
P.O. Box 1118, Kitchener ON N2G 4G7
519-741-2426; planning@kitchener.ca

PLEASE NOTE: Application takes approximately 5 weeks to process from date fee is received.
Permit to be emailed to (check one): Business □ Applicant □ Sign Contractor □

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

1. SUBMISSION REQUIREMENTS:
• One copy of site plan, elevations, and foundation details. Online submissions emailed to planning@kitchener.ca.
• To determine if a City Site Plan is available, please contact the Records Administrator at building@kitchener.ca.
• 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 m², 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.
• Refer to supplementary “Submission Requirements for Sign Permit Applications” document for additional information and applicable fees.

2. FEE PAYMENT
Please indicate which form of payment will be provided. Accepted forms of payment include:
□ Cash / Debit (in-person only)
□ Cheque (payable to the City of Kitchener)
□ Credit card

3. LOCATION:
Street Address: ___________________________ Unit Number: ____________

4. BUSINESS:
Name: ______________________________________

5. APPLICANT:
Name: ___________________________ Phone: ___________________________
Company: ___________________________ Extension: ___________________________
Street Address: ___________________________ Email: ___________________________
City/Province: ___________________________ Postal Code: ___________________________
6. SIGN CONTRACTOR:

Name:__________________________ Phone:__________________________
Company:_______________________ Extension:_______________________
Street Address:__________________ Email:__________________________
City/Province:___________________ Postal Code:____________________

7. TYPE AND NUMBER OF SIGNS TO BE ERECTED:

<table>
<thead>
<tr>
<th>Type</th>
<th>Number</th>
<th>Type</th>
<th>Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Awning</td>
<td></td>
<td>Ground Supported</td>
<td></td>
</tr>
<tr>
<td>Billboard</td>
<td></td>
<td>New Home Development</td>
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<tr>
<td>Construction Information</td>
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<td>Projecting</td>
<td></td>
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<tr>
<td>Fascia</td>
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<td>Roof</td>
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Is sign in a Mixed Use Corridor? Yes ☐ No ☐

Does sign contain automatic changing copy? Yes ☐ No ☐

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:__________________________