

Sign Permit Application

CITY OF Thunder Bay
Superior by Nature

The City of Thunder Bay collects personal information for the purpose of administering and enforcing sign permits. This collection is authorized under City of Thunder Bay By-law 135-1992, as amended. The information provided will be used to administer sign permit applications. Information collected will only be used as described for a consistent purpose and will not be shared with Third Parties except where required by law or with your explicit consent. For more information about this collection of personal information, including access and collection, please contact Development Services at 111 Syndicate Ave S., 2nd Floor Civic Centre, Thunder Bay, Ontario, P7C 5K4, Telephone: 62-BUILD (622-8453)

A. APPLICANT INFORMATION

Name:	
Address:	Postal Code:
Telephone:	
Work Telephone:	
Email:	

B. PROPERTY INFORMATION

Property Owner Name:	
Property Address:	Postal Code:
Lot Frontage:	
Telephone:	
Email:	

1. I authorize the installation of this sign on the above noted property.
2. If the owner is a corporation or partnership, I have the authority to bind the corporation or partnership

_____

Signature of Property Owner

C. CONTRACTOR INFORMATION

Name:	
Business Name:	
Business Address:	Postal Code:
Business Telephone:	
Email:	



D. BUSINESS INFORMATION

Business Name:	
Business Address:	Postal Code:
Address of Sign Location (if different than above):	
Business Telephone:	
Business Owner(s):	
Business Owner(s) Telephone:	
Email:	

If the business is a corporation or partnership, I have the authority to bind the corporation or partnership

_____

Signature of Business Owner

E. SIGN INFORMATION

Type of Sign

☐ Fascia	☐ Wall	☐ Other
☐ Roof	☐ Projecting	
☐ Ground	☐ Canopy	

☐ Encroaching Sign	☐ Non Encroaching Sign
☐ Mobile Billboard	☐ Mobile Sign

Start Date: ____ / ____ / ____
MONTH DAY YEAR

End Date: ____ / ____ / ____
MONTH DAY YEAR

Length of Time: ☐ 1 month ☐ 2 months ☐ 3 months ☐ 4 months

Height of sign face in metres:	Width of sign face in metres:	Area of sign face in metres:
Number of sign faces: ☐ 1 ☐ 2	Height of structure in metres:	Attached to a parapet wall: ☐ Yes ☐ No

Material of face:	Material of frame:
Material of structure:	Illumination: ☐ Yes ☐ No

Wording on Sign:



F. FEES

Please refer to User Fees and Charges for fee.

G. ADDITIONAL REQUIRED DOCUMENTATION

- ☐ Site plan of property including location of sign on property, all driveways, structures and proximity to intersections.
- ☐ Sketch of sign drawings.
- ☐ Approval from MTO if the sign is located within 400m of a Provincial Highway

NOTE: You may require a

- Building permit where a sign is
  - A ground sign is greater than 7.5m
  - A projecting sign weighing more than 115kg
  - A projecting sign attached in any manner to a parapet wall
  - A roof sign having any face more than 10m2 and/or
- Licence agreement from the City of Thunder Bay Realty Services where a sign encroaches on City of Thunder Bay Property

H. DECLARATION BY OWNER OF STRUCTURE

I hereby agree to conform to all requirements of the Sign By-law and all other applicable law, including but not limited to the requirement to obtain an MTO permit for signs located within 400m of a Provincial Highway. If the owner is a corporation or partnership, I have the authority to bind the corporation or partnership

Signature of the Applicant: _____ Date: _____

NOTE TO OWNER/APPLICANT:

Build Thunder Bay Office is to be notified at once in the event of structure being altered or removed.



TO BE COMPLETED BY DEVELOPMENT SERVICES

- ☐ Sign is not within 400 metres of any provincial right-of-way or MTO permit is provided
- ☐ Sign does not obstruction the view of any traffic signs, signals or devices, or impede the view of any driveway, lane, street or highway or railway crossing
- ☐ Sign meets height restrictions of zone
- ☐ Approval has been received from the LRCA where a ground sign is located in a regulated area
- ☐ Sign pro-rata calculation attached if applicable
- ☐ If the sign is illuminated provide illuminated sign handout
- ☐ Building permit is issued where a sign is
  - A ground sign is greater than 7.5m
  - A projecting sign weighing more than 115kg
  - A projecting sign attached in any manner to a parapet wall
  - A roof sign having any face more than 10m2
- ☐ Licence agreement from the City of Thunder Bay Realty Services is issued where a sign encroaches on City of Thunder Bay Property
- ☐ Permission from Property Owner received via signed application

I CERTIFY that I have reviewed the application.

☐ Approved ☐ Denied

Special Conditions/Objections if applicable, which will form part of the License:

Comments:

Permit Number: _____ Fee: _____

Signature: _____ Date: _____