



# Application for a Sign Permit

Application submitted to: **Town of Petawawa – Building Department**

| For use by Principal Authority |                |
|--------------------------------|----------------|
| Application Number:            | Permit Number: |
| Date Received:                 | Roll Number:   |

| A. Sign Location – Address |             |                          |
|----------------------------|-------------|--------------------------|
| Street Name/Number         | Unit #      | Lot/con.                 |
| Municipality               | Postal Code | Plan #/other description |
| Area of work (sq ft)       |             |                          |

| B. Sign Description  |  |
|--|--|
| <input type="checkbox"/> New <input type="checkbox"/> Alter <input type="checkbox"/> Repair <input type="checkbox"/> Move  |  |
| Sign Type:   | <b>If Sign type is marked with an (*), a site plan must be submitted</b> |
| <input type="checkbox"/> Banner* <input type="checkbox"/> Billboard* <input type="checkbox"/> Canopy* <input type="checkbox"/> Fascia <input type="checkbox"/> Ground* <input type="checkbox"/> Home Occupation/Industry*                        |  |
| <input type="checkbox"/> Inflatable* <input type="checkbox"/> Portable* <input type="checkbox"/> Projecting <input type="checkbox"/> Pylon* <input type="checkbox"/> Roof <input type="checkbox"/> Sandwich Board* <input type="checkbox"/> Wall |  |
| <b>Description of Proposed Work    **Sign specifications as per Section 9.4 of By-law No. 794/12 must be provided**</b>  |  |

**\*\*INSTALLATION DATE:**

| C. Applicant  |             |                            |          |
|---|-------------|----------------------------|----------|
| Applicant is: <input type="checkbox"/> Owner    or <input type="checkbox"/> Authorized agent of owner |             |                            |          |
| Last Name   | First Name  | Corporation or partnership |          |
| Street Address  |             | Unit #                     | Lot/con. |
| Municipality  | Postal Code | Province                   | E-mail   |
| Telephone #   | Fax #       | Cell #                     |          |

| D. Owner (if different from applicant) |             |                            |          |
|--|-------------|----------------------------|----------|
| Last Name                              | First Name  | Corporation or partnership |          |
| Street Address                         |             | Unit #                     | Lot/con. |
| Municipality                           | Postal Code | Province                   | E-mail   |
| Telephone #                            | Fax #       | Cell #                     |          |

**E. Declaration of applicant**

I \_\_\_\_\_ declare that:

- 1. The information contained in this application, attached schedules, attached plans and specifications, and other attached documentation is true to the best of my knowledge.
- 2. If the owner is a corporation or partnership, I have the authority to bind the corporation or partnership.
- 3. Payment will be made of all fees that are required, under Sign By-law 794/12.

\_\_\_\_\_

**Date**

\_\_\_\_\_

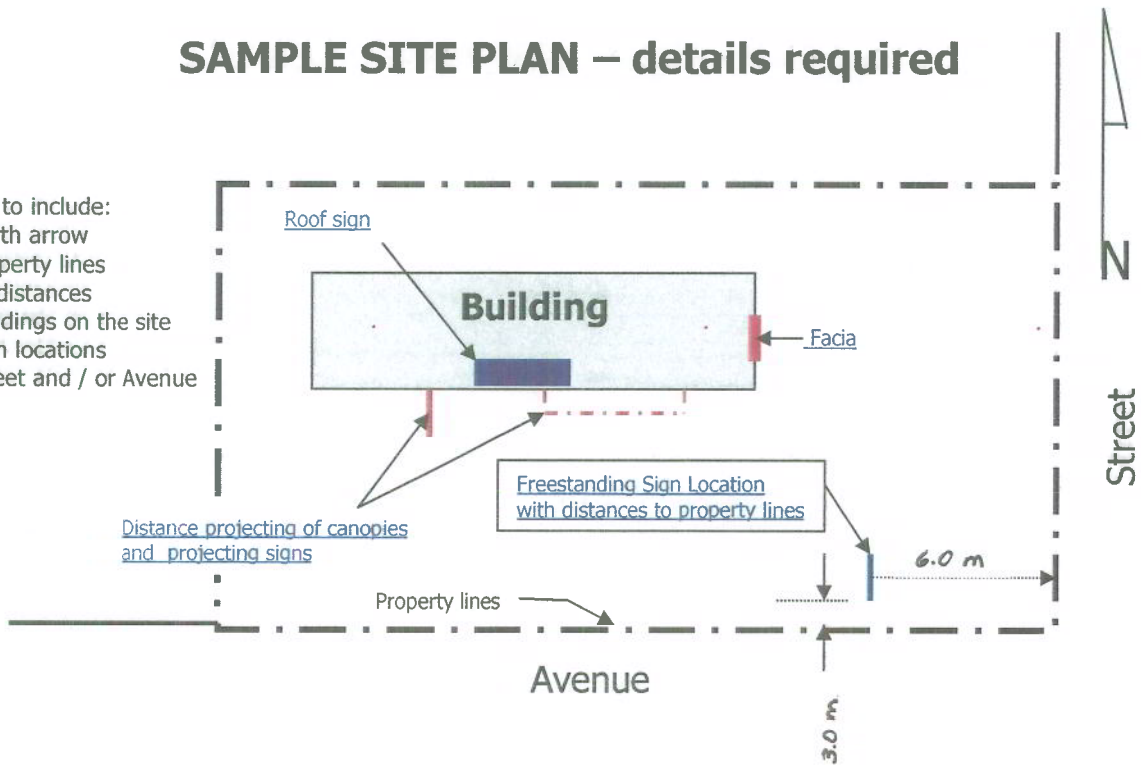
**Signature of Applicant**

Personal information on this form and schedules is collected under the authority of the Municipal Act and will be used in the processing of your Sign Permit Application. All information collected is pursuant to *Sign By-Law No. 794/12*. Questions regarding the collection of this information should be directed to the Town of Petawawa, Municipal Office at 613-687-5536.

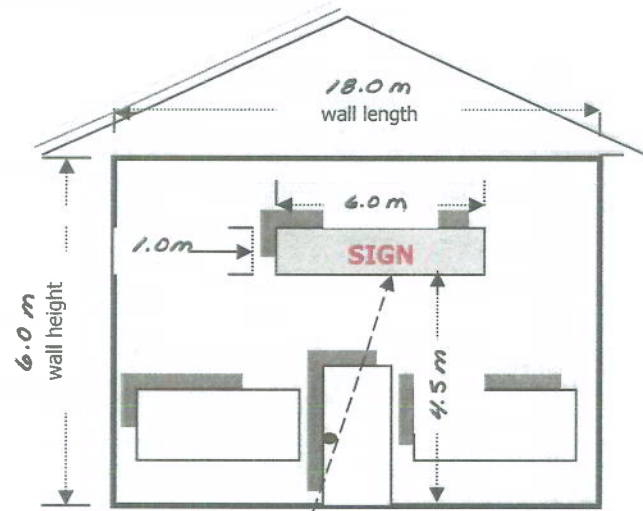
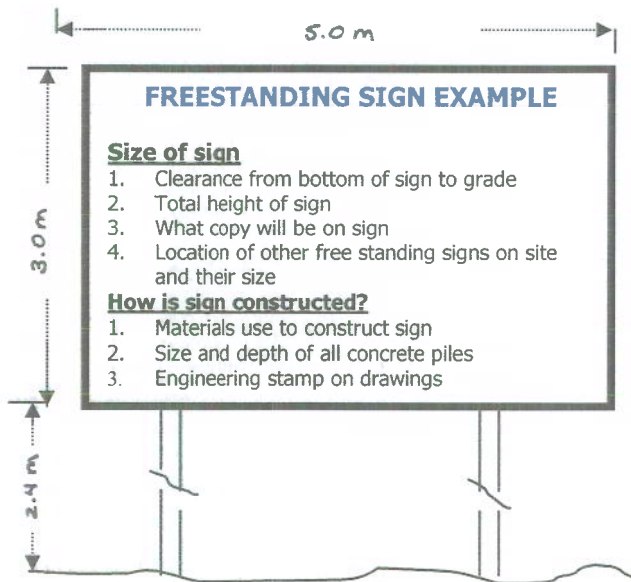
## SAMPLE SITE PLAN – details required

### SITE PLAN to include:

- North arrow
- Property lines
- All distances
- Buildings on the site
- Sign locations
- Street and / or Avenue



## WORKING DRAWINGS – details required



### FACIA SIGN EXAMPLE

1. Size of sign
2. Clearance from bottom of sign to grade
3. What copy will be on the sign

Indicate how the sign is constructed and how it is being attached to the building. This information should include an elevation and/or cross sectional view of the sign showing sign construction with internal framing details and location of fasteners. For the fasteners please indicate the fastener type, diameter and length and quantity.