



Application for a Sign Permit

Application submitted to: Town of Petawawa – Planning & Development

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:	If Sign type is marked with an (*), a site plan must be submitted
<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	
Description of Proposed Work **Sign specifications as per Section 9.4 of By-law No. 794/12 must be provided**	

****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

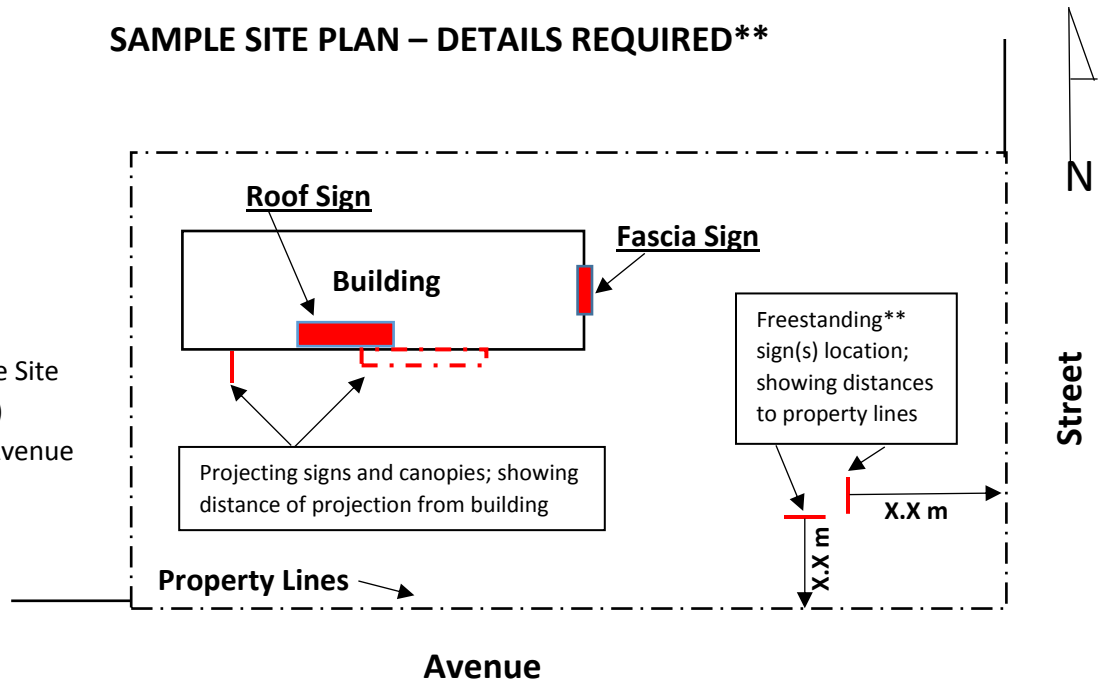
Signature of Applicant

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**

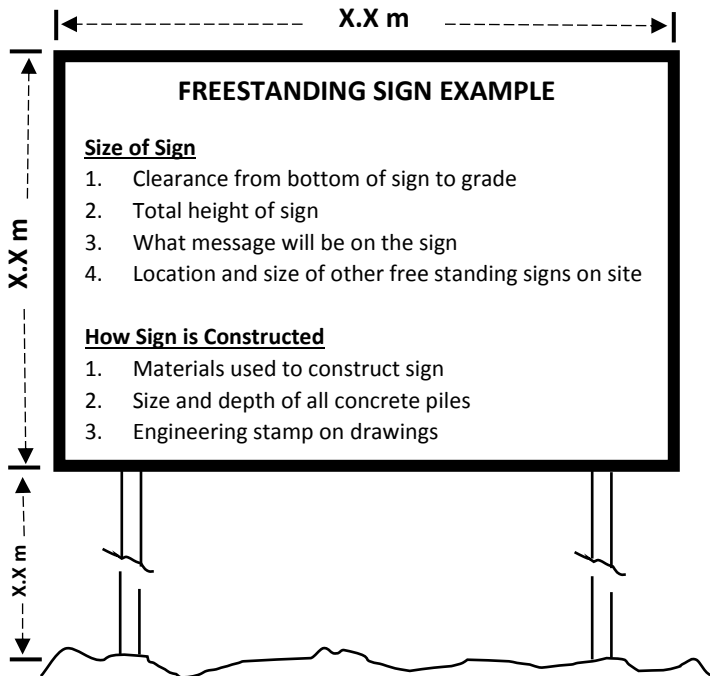
SITE PLAN to include:

- North Arrow
- Property Lines
- All Distances
- Buildings on the Site
- Sign Location(s)
- Street and/or Avenue

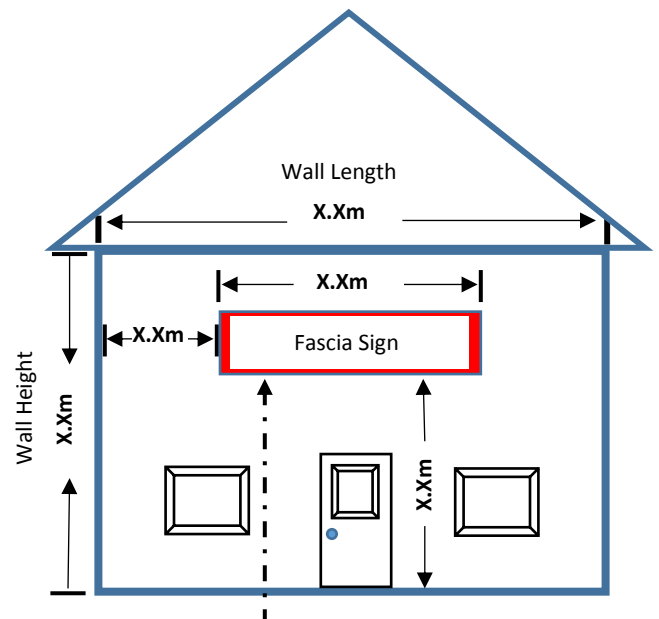


**Please refer to *Sign By-Law No. 794/12* for all permitted sign uses and the specific setback requirements based on sign type.

WORKING DRAWINGS – DETAILS REQUIRED



Indicate how the sign is constructed and how it will be attached to the building. This information should include an elevation and/or cross sectional view of the sign showing sign construction.



Fascia Sign Example

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