

LOCATION OF SIGN (Municipal Address) \_\_\_\_\_  
 BUSINESS BEING ADVERTISED \_\_\_\_\_  
 TYPE OF BUSINESS \_\_\_\_\_

**ALL MEASUREMENTS MUST BE IN METRIC**

**MULTI-TENANT BUILDING** YES  NO

**TYPE OF SIGN**

- CANOPY
- FASCIA
- FREESTANDING
- GROUND
- MURAL
- PROJECTING
- MENU BOARD
- OTHER \_\_\_\_\_

ERECT NEW  MODIFY EXISTING

**OWNERS OF PROPERTY**

Name \_\_\_\_\_  
 Address \_\_\_\_\_  
 City \_\_\_\_\_ Postal Code \_\_\_\_\_  
 Phone: (\_\_\_\_\_) \_\_\_\_\_ OWNER AUTHORIZATION ATTACHED

**OFFICE USE ONLY**

ZONE \_\_\_\_\_ DATE (d)\_\_\_\_\_/ (m)\_\_\_\_\_/ (y)\_\_\_\_\_  
 FEE \$ \_\_\_\_\_ RECEIPT # \_\_\_\_\_

**SITE DATA CHART**

**SIGN LAYOUT INFORMATION**

SIGN DIMENSIONS \_\_\_\_\_m x \_\_\_\_\_m  
 TOTAL AREA PER FACE \_\_\_\_\_m<sup>2</sup>  
 TOTAL AREA OF SIGN \_\_\_\_\_m<sup>2</sup>  
 AREA OF CHANGEABLE COPY \_\_\_\_\_m<sup>2</sup>  
 WEIGHT \_\_\_\_\_kg  
 HEIGHT \_\_\_\_\_m  
 CLEARANCE FROM GRADE \_\_\_\_\_m  
 PROJECTION \_\_\_\_\_m  
 SET BACK FROM PROPERTY LINE \_\_\_\_\_m

LIGHTING  INTERNAL  EXTERNAL  NONE

**SITE PLAN INFORMATION**

STREET FRONTAGE STREET #1 \_\_\_\_\_m  
 STREET #2 \_\_\_\_\_m (if applicable)  
 STREET #3 \_\_\_\_\_m (if applicable)  
 STREET #4 \_\_\_\_\_m (if applicable)  
 UNIT FRONTAGE (for this occupancy) \_\_\_\_\_m  
 LOT AREA (large real estate project or subdivision signs) \_\_\_\_\_ Ha

LIST ALL OTHER EXISTING SIGNS FOR THIS OCCUPANT (multi-tenant fascia) OR ON THIS PROPERTY (all other sign types)  
 Example: Fascia (1), Freestanding (1)

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 (Location of proposed sign and all other existing signs on the building or on the lot to be shown on site plan)

**BUILDING PERMIT INFORMATION REQUIRED**

A) Freestanding/ground sign exceeding 7.5 metres in height above the adjacent finished grade Yes  No   
 B) Weight of projecting sign - more than 115 kilograms Yes  No

Contact the Building Standards Division at (519) 747-8712 for current building permit fees.

**OFFICE USE ONLY**

Building Permit Required Yes  No  Building Permit Number: \_\_\_\_\_

**OTHER INFORMATION REQUIRED**

**No person shall erect, locate or display a sign in such a position where any part of said sign is located within three (3) metres of any fire alarm, fire hydrant, hydro pole, or utility wire. Are you located within three (3) metres?** Yes  No

**Attached approval from the advisory committee on culture (for murals):** Yes  No

It is understood that the issuance of a permit shall not be deemed a waiver of any of the requirements of all By-laws and Municipal regulations of the City of Waterloo.

I am the **OWNER / AUTHORIZED AGENT** of the owner and hereby declare that the regulations and provisions respecting this application will be complied with in accordance with the Sign By-law as amended. Further, I agree that neither the granting of a permit nor the approval of the drawings and specifications, nor inspections made by the authority having jurisdiction over signs, shall in any way relieve me from full responsibility for:

1. Carrying out the work and erecting the sign in accordance with the requirements of the Sign By-law.
2. Ensuring that the sign is designed, constructed, erected and maintained in such a manner as to ensure that the sign presents no danger, nor may cause any damage to any person or property.
3. Ensuring that the sign is designed, constructed, erected and maintained in accordance with the Ontario Building Code.

\_\_\_\_\_  
 (d)\_\_\_\_\_/ (m)\_\_\_\_\_/ (y)\_\_\_\_\_  
**SIGNATURE OF APPLICANT** **DATED**

Sign Company Name: \_\_\_\_\_

Applicant's Name: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: (\_\_\_\_\_) \_\_\_\_\_

Street: \_\_\_\_\_ City: \_\_\_\_\_ Postal Code: \_\_\_\_\_

I would like to receive email communications from the City of Waterloo.

*\*In accordance with CASL, the City of Waterloo does not require consent to send email communications to enforce legal right or obligation.*

**SIGN PERMIT AUTHORIZATION**

Permission is hereby granted to erect or post the sign as specified above in accordance with this application and accompanying plans and the regulations of the City of Waterloo Sign By-law # \_\_\_\_\_ as amended and in accordance with Sign Variance Decision # \_\_\_\_\_.

\_\_\_\_\_  
 (d)\_\_\_\_\_/ (m)\_\_\_\_\_/ (y)\_\_\_\_\_  
**AUTHORIZATION: By-law Enforcement Department** **DATED**