



Permit #: S \_\_\_\_\_ - \_\_\_\_\_  
 Permit Fee: \$ \_\_\_\_\_  
 Expiry Date: \_\_\_\_\_

## STANDARD SIGN APPLICATION

All Signs and their locations to meet requirements of Sign By-law 4310

### Contact Information

Business Name: \_\_\_\_\_  
 Address Where Sign is Located: \_\_\_\_\_  
 Owner Name: \_\_\_\_\_ Owner Email: \_\_\_\_\_  
 Applicant Name: \_\_\_\_\_  
 Applicant Phone #: \_\_\_\_\_  
 Applicant Email: \_\_\_\_\_

### Physical Sign Details & Sign Type

Ground Sign  Portable Sign\*  Projecting Sign  Wall Sign  Canopy Sign  Soffit Sign

**\*Note: Means a portable sign that is NOT a sandwich board sign style.**

Sign Dimension (LxW): \_\_\_\_\_ ft x \_\_\_\_\_ ft Sign Face Area: \_\_\_\_\_ ft<sup>2</sup>  
 Sign Height (Grade to top most part of sign): \_\_\_\_\_ ft / Sign Height (Grade to underside of sign): \_\_\_\_\_ ft  
 Sign Material: \_\_\_\_\_

**Note: What material(s) it is made of (Wood, plastic, steel, etc.)**

**Heritage Permit required for signs in the Heritage Conservation District – Contact Karen Rennie 613 267 3311 x2257  
 Must be applied for and attained before Sign Permit can be issued.**

### Sign Drawings and Siteplan Drawings

The following items **must** be provided for all sign permit applications:

- Visual of each side of the sign that has an advertising face.
- Dimensions either provided above or on the sign drawing.
- Foundation details (for ground signs).
- Anchorage details (for all signs without a foundation).
- Engineered Attachment Details (By Licensed Engineer) for signs that project over Town Property.
- Drawing of the property showing all property lines, the building and driveways.
- Sign location in regards to each property line.
- Sign location in regards to the driveway or corner if on a corner lot.
- Sign location in regards to the location of building.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

By signing this application the applicant/owner acknowledges that this application is filled out accurately and that they have read and understand all requirements of By-Law 4310 for the location and regulation of signs within the Town of Perth. Any deviation from the approved permit and drawings that accompany this application may result in a revocation of the permit, and the owner/applicant acknowledge that there shall be no right of claim against the Town of Perth or any of their Officials if such actions arise.

### Hold Harmless for Signs Projecting Over Town Property

- Applicant/Owner to provide Proof of Insurance form from owners insurance provider showing a **minimum** of \$2,000,000.00 general commercial liability coverage and document **must** state that the Town of Perth as additionally insured. Furthermore, the Town of Perth shall be given fifteen (15) days written notice of any cancellation or non-renewal of this policy.

THE UNDERSIGNED hereby agree to hold and save harmless the Corporation of the Town of Perth, it's officers, employees, and officials from all claims or cause of action against the Corporation of the Town of Perth, because of injury or damage to proper of other arising from the placement of a sign or other property of the undersigned and placed on, into or above proper of premises of the Town of Perth. **(If a Corporation, affix a Corporate Seal)**

#### **OWNER or AUTHORIZED PERSON**

#### **TOWN EMPLOYEE WITNESS**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name/Title (Print)

\_\_\_\_\_  
Name/Title (Print)

\_\_\_\_\_  
Date:

\_\_\_\_\_  
Date: