

# Application for Sign Permit

Town of Pelham

For Office Use Only	
Application number	Permit number (if different):
Date received:	Roll number:

Application submitted to: The Town of Pelham  
(Name of municipality, upper-tier municipality, board of health or conservation authority)

A. Project information			
Building number, street name	Unit number	Lot/con.	
Municipality	Postal code	Plan number/other description	
Project value est. \$			

B. Purpose of application	
New Sign	Modification to Existing Sign

*Description of proposed work: please check one*

Ground Sign     
  Wall Sign     
  Portable Ground Sign – Proposed Display Dates: \_\_\_\_\_

Pole Sign     
  Roof Sign     
  Projecting Sign     
  Other Sign – Specify \_\_\_\_\_

Note: Sign descriptions can be found in the Pelham Sign By-law 3310(2012) online at [www.pelham.ca](http://www.pelham.ca) under the By-law Section

C. Applicant Information:      Applicant is:      Owner      or      Authorized agent of owner			
Last name	First name	Company Name	
Street address			Unit number / Lot/con.
Municipality	Postal code	Province	E-mail
Telephone number (    )	Fax (    )	Cell number (    )	

D. Owner Information (if different from Applicant)			
Last name	First Name	Company Name (if applicable)	
Street address			Unit number / Lot/con.
Municipality	Postal code	Province	E-mail
Telephone number (    )	Fax (    )	Cell number (    )	

**E. Required Attachments**

- i) Attach 2 Sets of Site Plan Drawings (Site plan drawings must show the lot and its dimensions, existing buildings, dimensions of buildings, the location on the lot or building where the sign is to be placed or installed.
- ii) 2 Sets of drawings or pictures showing the proposed sign and its dimensions.
- iii) For all signs *EXCEPT* Portable Ground signs: include a description of materials that make up the construction of the sign and the hardware and materials to be used for the installation of the sign on the building or in the ground.

**H. Completeness and compliance with applicable laws** **Initials**

i) I understand that all Electrical wiring must be inspected by the Electrical Safety Authority (ESA). I must file separate Inspection Applications (permits) with the ESA. For More information and to arrange an inspection by an ESA Inspector please call the Electrical Safety Authority at 1-877-372-7233 or visit their website at <a href="http://www.esasafe.com">www.esasafe.com</a> .	Yes	No	
ii) This application is accompanied by the plans and specifications prescribed by the applicable by-law, resolution or regulation made under clause 7(1)(b) of the <i>Building Code Act, 1992</i> .	Yes	No	
iii) The proposed sign will not contravene any applicable law including regulations and restrictions outlined in the Town of Pelham’s Sign By-law 3310-2012 which is available on the Towns Website at <a href="http://www.pelham.ca">www.pelham.ca</a>	Yes	No	

**I. Declaration of applicant**

I \_\_\_\_\_ declare  
that: **(print name)**

- 1. The information contained in this application plans, 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.

\_\_\_\_\_ \_\_\_\_\_  
**Date** **Signature**

Personal information contained in this form and schedules is collected under the authority of subsection 8(1.1) of the *Building Code Act, 1992*, and will be used in the administration and enforcement of the *Building Code Act, 1992* and all applicable By-laws. Questions about the collection of personal information may be addressed to: a) the Director of By-law Services of the municipality or upper-tier municipality to which this application is being made, or, b) Director, Building and Development Branch, Ministry of Municipal Affairs and Housing 777 Bay St., 2nd Floor. Toronto, M5G 2E5 (416) 585-6666.



**Fire & By-Law  
Services**

**Return this completed Application with all necessary documentation to FONTHILL FIRE STATION ONE, 177 HIGHWAY 20 WEST, FONTHILL ONTARIO, L0S 1E0., Att: By-Law Services Division/ Sign Permits (p) 905.892.2607 ext. 201.**