

A sign permit will be issued if the requirements listed below are provided at the time of submission. Incomplete applications will not be accepted and will be returned. Failure to provide the required documents will delay the issuance of the permit.

Sign Permit Application Requirements

All sign permit applications must be accompanied with the following:

- Duplicate (2) copies of sign drawings including the following requirements must be provided with each application. All measurements are to be provided in metric format.
- Certificate of Public Liability Insurance in the amount of no less than three million dollars (\$3,000,000). The Town of Oakville, 1225 Trafalgar Road, Oakville, ON L6H 0H3 listed as either; “additional insured”, “certificate holder” or “co-insured”.
- A current plan of survey certified by a registered Ontario Land Surveyor showing the location of the proposed sign in relation to the boundaries of the lot, setback from the property line, adjacent streets, driveways, traffic lights and any buildings on the lot.
- Letter of authorization from the property owner, agent, lessee, or property management company. Letter must clearly indicate the approval of the display of the sign on their property.
- Must provide proposed location of sign, height of sign above sidewalk and projection of sign beyond the street line.
- Section through wall, showing wall thickness, floor and/or roof construction and anchorage.
- Drawing showing the proposed sign, sign structure, sign location, height, weight, including dimensions, copy design and materials, connection /fastener details. (type of bolts/screws, length, material, etc.), how is it being affixed/installed.
- Elevations of structure to which the sign is to be attached, showing location of openings, thickness, construction and dimensions of wall.
- All lettering and lighting (including colour) on sign must be shown.

Is the sign mounted? Yes No

Does the sign encroach onto Town property? Yes No
If yes, the application will be reviewed by Engineering & Construction staff. Additional fee may apply.

Will the sign be erected on a heritage designated property? Yes No
If yes, the application will be reviewed by Heritage Planning staff.

Is the sign within 400 meters of any 400 series highway? Yes No
If yes, written approval from the Ministry of Transportation of Ontario (MTO) must be included with any sign permit application.

Does the sign contain fabric? Yes No
If yes, must provide documentation of flame testing of fabric in confirming to CAN/ULC-S109.

Does the sign weigh more than 115kg (253lbs.)? Yes No
If yes, provide design sealed by a Professional Engineer (PEO) or Architect (OAA).

Does the ground sign exceed 7.5m (approx. 24'-6") in height? Yes No
If yes, provide design sealed by a Professional Engineer (PEO) or Architect (OAA).

Is this a sign alteration? Yes No
If yes, provide drawings showing changes to the sign structure or sign face, including the addition, deletion or rearrangement of components. Include:
 Drawing showing the proposed sign, weight, sign structure, including dimensions, copy design and materials, connection /fastener details. (type of bolts/screws, length, material, etc.)
 Section through wall, showing wall thickness, floor and/or roof construction and anchorage.

Please submit completed applications and payment to:

In person: ServiceOakville, 1225 Trafalgar Road, Oakville, ON L6H 0H3

Payment: Debit, MasterCard, Visa, American Express, Cash or Cheque – payable Town of Oakville

By Mail/Courier: Enforcement Services, 1225 Trafalgar Road, Oakville, ON L6H 0H3

Payment: Cheque – payable Town of Oakville

I, _____, of the _____ of _____ in the
(Applicant to print name in full) (City or Town) (Name of Municipality)

_____ of _____, confirm;
(Region or County) (Name of Region/County)

1. I am the Owner or Authorized Agent of the owner or Lessee, named in this application;
2. The statements contained in the said application are true and made with full knowledge of the circumstances connected with the same;
3. The plans and specifications properly describe the work for which a permit is being sought;
4. The current plan of survey submitted correctly set out the dimensions and area of the lands described in the said application, the locations, and nature of any easements on such lands, and the location of existing and proposed buildings in relation to the street, property lines and any easement.

Take notice that the applicant's sign may be subject to further permit requirements from other government authorities and it is the Applicant's responsibility to ensure that all requisite permits and approvals have been obtained. The Town of Oakville does not take any responsibility for losses or other action resulting from non-compliance with applicable law and this permit is not to be construed so as to authorize or permit any act prohibited by other applicable law.

Permits shall expire six (6) months from the date of issuance unless the sign has been erected for its intended purpose.

I HEREBY CERTIFY that I have read and fully understand all of the above conditions and that I make this Solemn Declaration conscientiously believing it to be true and knowing that it is of the same force and effect as if made under oath and by virtue of **"The Canada Evidence Act."**

Dated this _____ day of _____, 20_____.

Signature of Authorized Agent of Sign Contractor/Applicant

SERVICEOAKVILLE USE ONLY:

Date Received: _____ Received by: _____

Total Fee: _____ Receipt Number: _____

ENFORCEMENT SERVICES USE ONLY:

Sign Application No: _____ AMANDA IB Number: _____

Assigned to Enforcement Officer: _____

Application Decision: Approved: _____ Denied _____ Permit Issue Date: _____

Personal information on this form is collected under the authority of the Municipal Act and the Town of Oakville Sign By-law and will be used for sign issuance and regulating. Questions about this collection should be directed to Municipal Enforcement Services, 1225 Trafalgar Road, Oakville, ON L6H 0H3, telephone 905-845-6601