



AMANDA PERMIT# _____ - _____
PERMIT EXPIRY DATE: _____

LOCATION OF SIGN (Municipal Address) _____

BUSINESS BEING ADVERTISED _____

TYPE OF BUSINESS _____

ALL MEASUREMENTS MUST BE IN METRIC

MULTI-TENANT BUILDING YES <input type="checkbox"/> NO <input type="checkbox"/>	OWNERS OF PROPERTY Name _____ Address _____ City _____ Postal Code _____ Phone: (____) _____ OWNER AUTHORIZATION ATTACHED <input type="checkbox"/>
TYPE OF SIGN <input type="checkbox"/> CANOPY <input type="checkbox"/> FASCIA <input type="checkbox"/> FREESTANDING <input type="checkbox"/> GROUND <input type="checkbox"/> MURAL <input type="checkbox"/> PROJECTING <input type="checkbox"/> MENU BOARD <input type="checkbox"/> OTHER _____	OFFICE USE ONLY ZONE _____ DATE (d)____ / (m)____ / (y)____ FEE \$ _____ RECEIPT # _____
ERECT NEW <input type="checkbox"/> MODIFY EXISTING <input type="checkbox"/>	

SITE DATA CHART

SIGN LAYOUT INFORMATION		SITE PLAN INFORMATION	
SIGN DIMENSIONS	_____ m x _____ m	STREET FRONTAGE	STREET #1 _____ m
TOTAL AREA PER FACE	_____ m ²		STREET #2 _____ m (if applicable)
TOTAL AREA OF SIGN	_____ m ²		STREET #3 _____ m (if applicable)
AREA OF CHANGEABLE COPY	_____ m ²		STREET #4 _____ m (if applicable)
WEIGHT	_____ kg	UNIT FRONTAGE (for this occupancy)	_____ m
HEIGHT	_____ m	LOT AREA (large real estate project or subdivision signs)	_____ Ha
CLEARANCE FROM GRADE	_____ m	LIST ALL OTHER EXISTING SIGNS FOR THIS OCCUPANT (multi-tenant fascia) OR ON THIS PROPERTY (all other sign types)	
PROJECTION	_____ m	Example: Fascia (1), Freestanding (1)	
SET BACK FROM PROPERTY LINE	_____ m	_____	
LIGHTING <input type="checkbox"/> INTERNAL <input type="checkbox"/> EXTERNAL <input type="checkbox"/> NONE		_____	
		(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 <input type="checkbox"/> No <input type="checkbox"/>	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.

SIGNATURE OF APPLICANT

(d)_____/ (m)_____/ (y)_____
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 # _____.	
_____ AUTHORIZATION: By-law Enforcement Department	(d) _____ / (m) _____ / (y) _____ DATED