

## Permit Requirements

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### Window Signs

The City of Brampton Sign By-law regulates signs in the City and requires that a permit be obtained prior to the installation of, or modification to, certain signs.

For signs regulated by the Sign By-law, a Sign Permit card will be printed at the time of issuance of the permit.

### Permit Application

The following information is required at submission. Incomplete applications **cannot** be accepted.

1. **Completed permit application** consisting of:
  - Application Form "Sign Permit Application"
  - Notice of Permission to Construct (where applicant is not the owner)
  
2. **Three (3) sets** of plans and specifications including:
  - Site plan and copy of an up-to-date property survey indicating the location of the proposed signage on the building,
  - Elevation detail of the wall face of the building or unit on which the proposed sign is to be located indicating the dimensions of both the building or unit, all existing signs and the proposed sign,
  - Details including materials and method of attachment.
  
3. Permit Fee:
  - \$30.00 per m<sup>2</sup> of sign face area with a minimum fee of \$225.00.

### Permit Issuance

1. Where a permit is to be issued to a party other than the owner, a form (Notice of Permission to Construct) signed by the owner shall be submitted for the authorization of work to be undertaken on the owner's property.
  
2. Other approvals may be required prior to the issuance of a permit:
  - Region of Peel (905)791-7800 ext. 7851
  - Ministry of Transportation (416)235-4592

#### **Permits**

Tel. (905)874-2401

Fax (905)874-2499

#### **Inspections**

Tel. (905)874-3700

Fax (905)874-3763



8850 McLaughlin Road, Unit 1  
Brampton, ON L6Y 5T1

# SIGN PERMIT APPLICATION

APPLICATION NUMBER	Date

TO THE DIRECTOR OF BUILDING:

Pursuant to the City of Brampton Sign By-law 399-2002, as amended, the undersigned hereby applies for a permit to display a sign as described on this application and the documents submitted herewith.

LOCATION	STREET NO.	STREET NAME		UNIT NO.
	LOT/BLK	PLAN/CON	REFERENCE PLAN (If Applicable)	
WORK DESCRIPTION				
PROPERTY OWNER	NAME			
	STREET NO.	STREET NAME		UNIT NO.    PHONE NO.
	CITY		PROVINCE	POSTAL CODE    FAX
TENANT OR OCCUPANT				PHONE NO.
SIGN CONTRACTOR / SUPPLIER	NAME			
	STREET NO.	STREET NAME		UNIT NO.    PHONE NO.
	CITY		PROVINCE	POSTAL CODE    FAX NO.

**APPLICANT'S DECLARATION**

I,  of	LAST NAME		FIRST NAME	PHONE NO.
	STREET NO.	STREET NAME		UNIT NO.    FAX NO.
	CITY		PROVINCE	POSTAL CODE    MOBILE/PAGER NO.

Do hereby declare the following:

- THAT I am
  - the property owner as stated above
  - the owner's authorized agent
  - an officer/employee of \_\_\_\_\_ which is an authorized agent of the owner
- THAT the statements made and the information provided herein are true and correct and are made and provided with full knowledge of the circumstances relating to this application
- THAT I know of no reason why a permit should not be granted pursuant to this application
- WHERE applicable only personnel licensed by the City of Brampton will be employed on this project

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

**NOTICE OF PERMISSION TO CONSTRUCT**

Where acquisition of the building permit and the proposed construction are being undertaken by other than the owner, this form shall be completed and returned to the Building Department prior to the issuance of a permit. In the case of a unit in a condominium where work proposed affects the common elements of the building, permission to construct is required from the Condominium Corporation.

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

**To:** The Chief Building Official,  
City of Brampton, Building Division  
8850 McLaughlin Road, Unit 1  
Brampton, Ontario  
L6Y 5T1  
Telephone #905-874-2401 Fax# 905-874-2499

**RE:** **Building Permit Application #** \_\_\_\_\_

**Unit Finish**    **Interior Alteration**    **Other (describe)** \_\_\_\_\_

**Location** \_\_\_\_\_  
#                      Street    Unit / Suite

**Owner of Property:** \_\_\_\_\_

**Name of Business:** \_\_\_\_\_

This will confirm the consent of the property owner for the tenant / occupant or unit owner to acquire the necessary permits and to complete the proposed construction at the above noted location.

Yours truly,

**Property Owner** \_\_\_\_\_  
(Signature)    (Title)    (Phone)

\_\_\_\_\_  
(Print Name)

*or*

**Condominium Corporation** \_\_\_\_\_  
(Signature)    (Title)    (Phone)

# \_\_\_\_\_

\_\_\_\_\_  
(Print Name)