

## Permit Requirements

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### Portable Signs

#### Permit Application

1. Completed sign permit application consisting of:
  - Portable Sign Permit Application
  - Notice of Permission to Display a Portable Sign
2. **Three (3) copies** of plans and specifications including:
  - site plan or copy of an up-to-date property survey showing the location of the proposed sign, indicating setbacks from the property line(s), driveway access and any existing buildings on the site. The site plan must also show the exact location of any existing portable signs. Hand drawn sketches are not acceptable.
  - where applicable, drawings of and information with respect to the sign or advertising device and/or the building upon which the sign or advertising device is to be attached including the size and location of all other existing signs.
  - where required by the Chief Building Official, a certificate of review from a structural engineer.
3. Portable Sign Permit fee of \$125.00 (non-refundable).

#### Sign Permit Issuance

1. The owner shall provide confirmation that a minimum of \$2 million liability insurance is in effect.
2. Where a permit is to be issued to a party other than the owner, a form (Notice of Permission to Display a Portable Sign) signed by the owner shall be submitted for the authorization of work to be undertaken on the owner's property.
3. A validation sticker must be placed on the sign in a clearly visible fashion.
4. No person shall erect or display, or cause to be erected or displayed, a portable sign within a visibility triangle or in a manner which interferes with pedestrian or vehicular traffic .

#### Permit Issuance

1. Contractors named on the application must obtain a City of Brampton contractor's license for the current year. For information call (905)874-2580.
2. 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.
3. 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



**BUILDING DIVISION**

8850 McLaughlin Road, Un 1  
 Brampton, ON L6Y 5T1  
 Tel: 905-874-2401

# PORTABLE SIGN PERMIT APPLICATION

<b>DATE STAMP</b>	<b>APPLICATION NUMBER</b>	
	<b>ACCEPTED BY</b>	<b>BUILDING FILE #</b>

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 portable sign as described on this application and the documents submitted herewith.

<b>LOCATION</b>	STREET NO.		STREET NAME		UNIT NO.
	LOT/BLK		PLAN/CON		REFERENCE PLAN (If Applicable)
<b>PORTABLE SIGN TYPE</b>	CLASS A - MOBILE SIGN <input type="checkbox"/>		CLASS C - INFLATABLE <input type="checkbox"/>		BUILDER'S A-FRAME SIGN <input type="checkbox"/> # _____
	CLASS B - A-FRAME SIGN <input type="checkbox"/>		CLASS D - OTHER <input type="checkbox"/>		START DATE _____
<b>PROPERTY OWNER</b>	NAME				
	STREET NO.		STREET NAME		UNIT NO. / PHONE NO.
	CITY		PROVINCE		POSTAL CODE / FAX
<b>TENANT OR OCCUPANT FOR WHICH THE SIGN IS DISPLAYED</b>					PHONE NO.
<b>PORTABLE SIGN CONTRACTOR / SUPPLIER</b>	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

**OFFICE USE ONLY**

<b>RECEIPT NO.</b>  <input type="checkbox"/> Cash <input type="checkbox"/> Cheque <input type="checkbox"/> Other <b>FEES</b> Permit Fee \$ _____ Copies \$ _____ Total Fee \$ _____	<b>EXPIRY DATE</b> _____	<b>REVIEWED BY</b> SIGNATURE _____ DATE _____	NUMBER OF PERMITS ISSUED THIS YEAR _____ EXPIRY DATE OF LAST PERMIT ISSUED _____ # OF EXISTING SIGNS ON THE PROPERTY _____
<b>COMMENTS</b> _____		<b>ISSUANCE OF PERMIT AUTHORIZED</b> _____ <b>DATE</b> _____	

The personal information on this form is collected under authority of Section 99 of the Municipal Act SO 2001, c.25 and City of Brampton By-law 399-2002, as amended. The information will be used only to process the application for the placement of a portable sign. Questions about the collection of personal information should be directed to the City of Brampton Freedom of Information and Privacy Coordinator, telephone 905-874-2118.

**NOTICE OF PERMISSION TO DISPLAY A PORTABLE SIGN**

**Where acquisition of the permit is 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.**

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

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

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

Address \_\_\_\_\_  
# Street City Postal Code

Contact Name: \_\_\_\_\_

Title: \_\_\_\_\_

Phone #: \_\_\_\_\_

**Re: Portable Sign Permit Application:**

**Location:** \_\_\_\_\_

**Suite/Unit:** \_\_\_\_\_

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

**Display Period for Sign: Start date** \_\_\_\_\_ **End date** \_\_\_\_\_

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This will confirm the owner's consent for the tenant/occupant to acquire the necessary permits and to display a portable sign at the above noted location.

Yours truly,

\_\_\_\_\_  
Signature

Print Name \_\_\_\_\_ Title \_\_\_\_\_