



## **MOBILE SIGN BULLETIN #2018-01**

(May 22, 2018)

### **IMPORTANT NOTICE TO MOBILE SIGN CONTRACTORS**

#### **MOBILE SIGN PERMIT SUBMISSION PROCESS**

---

The requirements for submission of the mobile sign permits have been updated as outlined below;

Effective immediately, the Building Division will require the following:

##### **Mobile signs on private property**

1. The site plan to be submitted at the time of online permit submission shall include the following information:
  - Complete image of the site, if necessary provide additional plan at a larger scale to provide all required details
  - All streets shall be clearly labeled and identified on the plan
  - Minimum of 1 municipal address on the subject lands
  - Location and orientation of the proposed sign, including two dimensions from fixed points on the property (i.e. building, crosswalks, curbs, etc.).
2. The information above shall be clearly identified in a contrasting colour to the plan or image.

##### **Charity / Not-for-profit Mobile sign requests on private property**

1. Each submission shall consist of the following:
  - The body of the e-mail submission shall clearly identify the charity or not-for – profit organization, the duration of the request, and all proposed sign locations
  - The message to be displayed (either in the e-mail body or attachment)
  - The site plan of each location (attachment)
  - Permission letter of the property owner for each location (attachment)
2. Each location requested shall be submitted with a separate site plan with the subject site identified in the file name.
3. The site plan submitted shall include the following information:
  - Complete image of the site, if necessary provide additional plan at a larger scale to provide all required details
  - All streets shall be clearly labeled and identified on the plan

- Minimum of 1 municipal address on the subject lands
  - Location and orientation of the proposed sign, including two dimensions from fixed points on the property (i.e. building, crosswalks, curbs, etc.).
4. Processing of the permit will not be initiated until all information is provided and the submission is complete.

**Charity / Not-for-profit sign requests on the road right-of-way**

1. Each submission shall consist of the following:
  - The body of the e-mail submission shall clearly identify the charity or not-for – profit organization, the duration of the request and all proposed sign locations
  - The message to be displayed (either in the e-mail body or attachment)
  - The site plan of each location (attachment)
2. Each location requested shall be submitted with a separate site plan with the subject site identified in the file name.
3. The site plan shall include the following information:
  - Aerial Image of the site including 2 streets, if necessary provide an additional plan at a larger scale to provide all required details
  - All streets shall be clearly labeled and identified on the plan
  - Location and orientation of the proposed sign, including two dimensions from fixed points (i.e. stop bars, crosswalks, transformer boxes, etc.).
4. The information above shall be clearly identified in a contrasting colour to the plan or image.
5. Processing of the permit will not be initiated until all information is provided and the submission is complete.

***For any questions, clarification or to obtain general information regarding the above please contact – Ross Campbell, Supervisor, Zoning and Sign By-law Services, City of Brampton, Building Division 905-874-2442***