



## The Corporation of the Town of Orangeville Building & By-law Enforcement Department Sign Permit Application Form

Phone: 519-941-0440 Ext. 2231

Fax: 519-941-2979

Toll Free Line: 1-866-941-0440

The Sign Company / Owner / Applicant must submit a completed application to the Building & By-law Enforcement Department including the following documentation. No sign is to be erected until the application is approved.

### Requirements for Approval

1. Two sketches showing:
  - A) the dimensions of the proposed sign;
  - B) the location of the sign on the building or structure;
  - C) the location of the sign on the property in relation to other structures and all street/lot lines (i.e. Setbacks);
  - D) how the sign is to be mounted, including the supporting framework and the attachments to the Building; and
  - E) the type of lettering, coloring, and any proposed illumination.
2. Proof of insurance from the owner's or lessee's insurance company stating that there is liability coverage for the sign.
3. A fee as per Schedule "B" to By-law Number 28-2013 which may be paid by cash or by cheque, made payable to the Town of Orangeville.

**All information must be submitted before approval is given to erect any sign.**

Thank you for your co-operation,  
Building and By-law Enforcement Department

Plans and specification must be submitted with this application for a permit to erect a sign, canopy or other advertising device. No sign is to be erected until municipal approval has been received.

The applicant agrees that if a permit is revoked for any cause or irregularity or non-conformance with the said By-Law or regulations, that in consideration of the issuing of the permit, all claims are waived arising there from against the Corporation of the Town of Orangeville.

