



Municipality of Trent Hills

Application for a Sign Permit

Application number:	Permit number (if different):
Date received:	Roll number:

1. Sign Information:	
Permanent: _____ or Temporary: _____	If Temporary: Date to Install: _____ Date to Remove: _____
2. Check Any that are applicable:	
Billboard: _____ Commercial/Building Façade: _____ Sandwich Board: _____ Banner: _____ Mobile Sign: _____ Self-supporting or Pillar Sign: _____ Home-based Business: _____	Other: (please describe) _____ _____ _____

3. Applicant Information:			
Last name		First name	
Street address			
Municipality	Postal code	Province	E-mail
Telephone number ()	Fax ()	Cell number ()	

I _____ being the owner, apply under the Municipality of Trent Hills Sign By-law # _____ and agree to allow the Chief Building Official for Trent Hills or his designate to enter onto any land(s) or building(s) to inspect and enforce the Sign By-law regulations.

I _____ have also made the sign maker/designer/installer aware of the requirements of the Sign By-law # _____.

signature of applicant

4. Property Owner (if different from applicant):			
Last name		First name	Corporation
Street address			
Municipality	Postal code	Province	E-mail
Telephone number ()	Fax ()	Cell number ()	

I _____ being the property owner, apply under the Municipality of Trent Hills Sign By-law # _____ and agree to allow the Chief Building Official for Trent Hills or his designate to enter onto any land(s) or building(s) to inspect and enforce the Sign By-law regulations.

signature of owner



Municipality of Trent Hills Sign By-law Application Requirements

All applicants and property owner should consult the Municipal Sign Bylaw # _____ for applicable sign requirements. A copy of the Sign Bylaw can be obtained from the Municipal Office.

Application forms will be submitted to the Chief Building Official or their designate.

The following attachments must be included with the Sign Permit Application Form:

- (a) a site plan of the lot showing the street line and other boundaries of the lot, the location of the sign in relation to other buildings or structures on the lot and/or adjacent lots and, such site plan may be required by the Chief Building Official to be certified by an Ontario Land Surveyor;
- (b) proper plans and specifications for the sign and supporting framework;
- (c) proper plans and such other information with respect to any building upon which it is proposed to locate the sign which the Chief Building Official may require in order to determine whether the structure of such building will carry the additional loads and stresses imposed by the erection of such sign; and
- (d) the consent, in writing, of the owner or occupant of the lot upon which sign is to be erected, giving permission to the Chief Building Official or designate to come on to the lot or enter any building thereon at any time for the purpose of inspecting such sign as may be erected thereon.

Sign Permit Fees:

Trent Hills Property Owner:

Up to 1 square meter	\$25.00
Over 1 square meter	\$50.00

Non-resident:

Up to 1 square meter	\$50.00
Over 1 square meter	\$100.00