



MUNICIPALITY OF TRENT HILLS

Application for a Sign Permit

Permit Number: _____
Date Received: _____

Permanent _____ or Temporary _____	If Temporary: Date to be Installed _____ Date to be Removed _____
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Community Event <input type="checkbox"/>	Self-supporting or Pillar Sign <input type="checkbox"/>	Billboard <input type="checkbox"/>
Sandwich Board <input type="checkbox"/>	Home-based Business <input type="checkbox"/>	Banner <input type="checkbox"/>
Mobile Sign <input type="checkbox"/>	Commercial/Building Façade <input type="checkbox"/>	Other _____

Location of Sign
Address:
Roll Number:

Business/Group Name:			
Last Name:		First Name:	
Street Address:			
Postal Code:	Province:	E-mail:	
Telephone Number:	Fax Number:		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 Municipal Sign By-law.

Signature of Applicant

Property Owner Information (if different from applicant)			
Last Name:		First Name:	
Business/Group Name:			
Street Address			
Postal Code:	Province:	E-mail:	
Telephone Number:	Fax Number:		Cell Number:

I _____ being the property owner agree to allow this sign to be erected on my property and 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 Property Owner



Come for a visit. Stay for a lifestyle.

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SIGN BY-LAW APPLICATION REQUIREMENTS

All applicants and property owner should consult the Municipal Sign By-law for applicable sign requirements. A copy of the Sign By-law can be obtained from the Municipal Office or on the Municipal website www.trenthills.ca.

Completed applications can 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) Property 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 of the property 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