

# Temporary Sign Permit

This cover page contains information about the contents of the PDF document that follows.

## Name of document

Application for Temporary Sign Permit

## Overview

This document contains information to assist someone who is applying for a Temporary Sign Permit in the City of Toronto.

## Contact

If you require this document in a more accessible format or would like more information, please contact:

### The Licence & Permit Issuing Office, Municipal Licensing & Standards

East York Civic Centre, 850 Coxwell Avenue, 3rd Floor, Toronto, ON M4C 5R1

Road Allowance Fax: 416-392-4515

Information Line: 416-392-6700

Email: [mlsroadallowance@toronto.ca](mailto:mlsroadallowance@toronto.ca)

Website: [www.toronto.ca/mlslicences](http://www.toronto.ca/mlslicences)

Hours: Monday to Friday, 8:30 a.m. to 4:00 p.m., except Statutory Holidays

## 311

You may also contact 311, available 24/7, 365 days per year.

E-mail: [311@toronto.ca](mailto:311@toronto.ca)

Phone within Toronto: 311

Phone outside Toronto: 416-392-CITY (2489)

TTY customers: 416-338-0TTY (0889)

Website: [www.toronto.ca/311](http://www.toronto.ca/311)

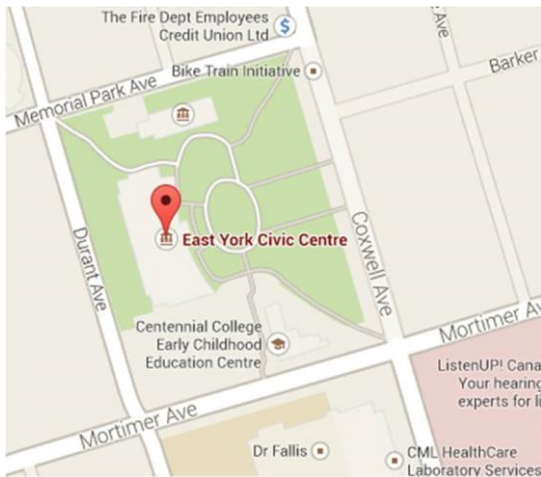
Application Form

# Temporary Sign Permit

[Municipal Code Chapter 693, Signs](#) regulates the size, location, permit requirements and fees for temporary signs for public and private property. As per this bylaw, permits are required for the following temporary signs: A-frame, temporary mobile and new development. For more information, visit [www.toronto.ca/mlsbylaws](http://www.toronto.ca/mlsbylaws) and select the Temporary Signs. Chapter 693 is available online: [http://www.toronto.ca/legdocs/municode/1184\\_693.pdf](http://www.toronto.ca/legdocs/municode/1184_693.pdf).

## What you need to apply

Apply (in-person or via email) with this form, the required documents and fees to the Licence & Permit Issuing Office or to [mlsroadallowance@toronto.ca](mailto:mlsroadallowance@toronto.ca).



### Licence & Permit Issuing Office, Municipal Licensing & Standards

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Fees can be paid in-person by cash, cheque, credit or debit card. If you are submitting a cheque, it must be addressed to the City of Toronto Treasurer. 2016 fees are listed on page two of this application form and at [www.toronto.ca/mlsfees](http://www.toronto.ca/mlsfees). To apply, you must provide:

- This completed form, including the Certificate of Insurance.
- Two pieces of government-issued identification. (Health Cards are not accepted.)
- If you are applying as sole-proprietor or partnership please provide a copy of the Provincial Business Name Registration. If you are applying as a corporation please provide a copy of the Articles of Incorporation and the Provincial Business Name Registration (if operating name is different from corporation name). If there has been a change in current officers/directors please also provide an updated corporate profile report.
- Payment of the applicable fee.

If applying via email, instructions regarding payment will be communicated by staff pending approval of the permit.

Please note that applications must be submitted at least five business days prior to the proposed start date of the permit.

View details about the sign online at [www.toronto.ca/mlslicences](http://www.toronto.ca/mlslicences) under Temporary Signs, or in Chapter 693, available online at [www.toronto.ca/bylaws](http://www.toronto.ca/bylaws) in the Municipal Code section.

## A. Sign information

Select the sign that you are applying for:

**A-Frame or Portable Sign**

A temporary sign placed in front of the advertising business on private property. If there is not enough space, it can be placed on public property provided that it allows a 2.13 metre space for the pedestrian walkway.

\$116.92 per year



**Mobile Sign**

A temporary sign used for advertising various events, activities and promotions. It must be in black and white only. No more than three mobile sign permits will be issued for a single business location in a calendar year. If a permit for a mobile sign has been issued, another permit will not be issued for at least 30 days. A separate application must be made for each 30-day period. **All mobile signs must be placed on private property.**

\$153.85 for 30 days



**New Development**

A temporary sign for a new building development, such as condominiums, townhouses or other new homes. New developments may have a maximum of 10 signs. One application may be submitted with a list of proposed sign locations and the fee for each sign. In a 10-metre length area, you can place up to five (5) signs.

\$246.14 per sign



View details about each sign online at [www.toronto.ca/mlslicences](http://www.toronto.ca/mlslicences) under Temporary Signs, or in Chapter 693, available online at [www.toronto.ca/bylaws](http://www.toronto.ca/bylaws) in the Municipal Code section. The fees above reflect 2016 fees. Fees may change annually and can be verified at [www.toronto.ca/mlsfees](http://www.toronto.ca/mlsfees).

**B. A-Frame Sign Application**

<b>Applicant Business Information</b>		
First Name	Last Name	
Organization Name (if applicable)		
Telephone Number	Mobile Number	Email
<b>Business address of sign location</b>		
Address	City/Province	Postal code
Name of business or organization being advertised on the sign		
Business licence number (for businesses required to be licensed under Municipal Code Chapter 545, Licensing)		
<b>Required attachments</b>		
<ul style="list-style-type: none"> <li>Letter from the property owner or property management advising that they allow the sign on their property</li> <li>Permission letter from the Business Improvement Area (BIA) permitting the placement of the sign if business is located within a BIA area</li> <li>Sign Sketch (see sample in Section G)</li> <li>Site Plan (see sample in Section G)</li> <li>Certificate of Insurance (on pages 10 to 11)</li> </ul>		

**C. Temporary Mobile Sign Application**

<b>Applicant Business Information</b>		
Date range requested for sign display:		
Name of Sign Company	Business Licence Number	
Telephone Number	Mobile Number	Email
Address	City/Province	Postal code
<b>Business address of sign location</b>		
Address	City/Province	Postal Code
Name of business or organization being advertised on the sign:		

Application Form  
**Temporary Sign Permit**

Business licence number (for businesses required to be licensed under Municipal Code Chapter 545, Licensing)

**Required Attachments**

- Letter from the property owner or property management, advising that they allow the sign on their property.
- Site Plan (must contain the property line- please refer to [www.toronto.ca/maps](http://www.toronto.ca/maps) and select the interactive Toronto map)
- Sketch of mobile sign with measurements
- Certificate of Insurance (on pages 10 to 11)

**D. New Development Sign Application**

**Applicant Business Information**

Organization Name

First Name

Last Name

Telephone Number

Mobile Number

Email

Name of new development (condominium or townhouse) being advertised:

**Business Address of Sign Location**

Address

City/Province

Postal code

**Required Attachments**

- Site Plan (see sample)
- Sketch of sign with measurements
- Certificate of Insurance (on pages 9 to 10)

**Note: A maximum of 10 sign applications for each new development being advertised for. One sign will require one application fee.**

**E. Sign sketches**

Please provide the following two sketches. **View sample sketches on pages 7 to 9** for the different types of signs.

***Sketch 1: The Sign***

This sketch should show the dimensions of the sign and include measurements.

***Sketch 2: The Site Plan***

The site plan should show the location of your sign on the property, including the distance of the sign to the nearest street line or curb or street furnishings, such as planters, benches, fire hydrants or bike rings.

**Please attach.**

**F. Authorized Signature**

By submitting this application for a permit, the applicant shall at all times observe and comply with, and endeavour to ensure strict observance of and compliance with, all statutory requirements, rules, regulations, by-laws, terms and conditions, or other authority which in any manner affect or relate to the permit, including without limitation, the by-laws of the City of Toronto.

Signature	Date (yyyy-mm-dd)
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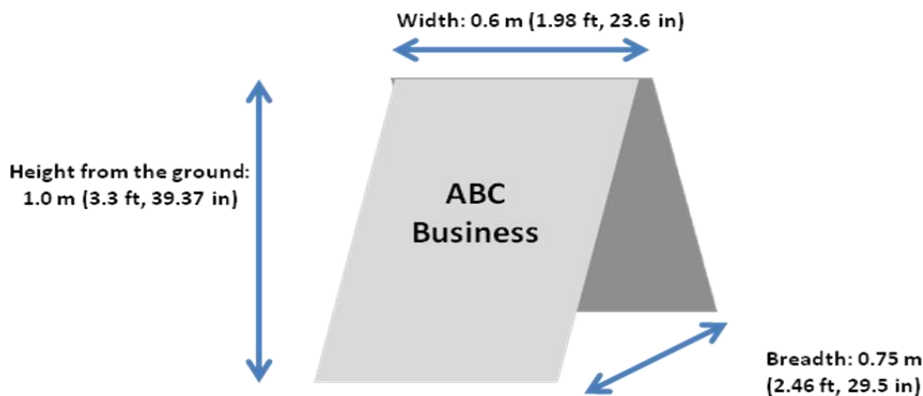
### G. Sample sign sketches

Use these sample sketches as to create your sketch in Section E. Important notes:

- **Pedestrian Walkway:** If there is not enough room for a sign to be placed on private property, signs may be placed on public property, provided that they allow at least **2.13 metres** from the sign to the curb, fire hydrants, garbage bins, trees, street poles, walkways or other street furnishings. This minimum is to ensure that pedestrian traffic is not impeded by the sign.
- **Show the property line and street name:** Include both on all sides where a sign is placed.
- **Sketches can be hand drawn and do not need to be to scale.**

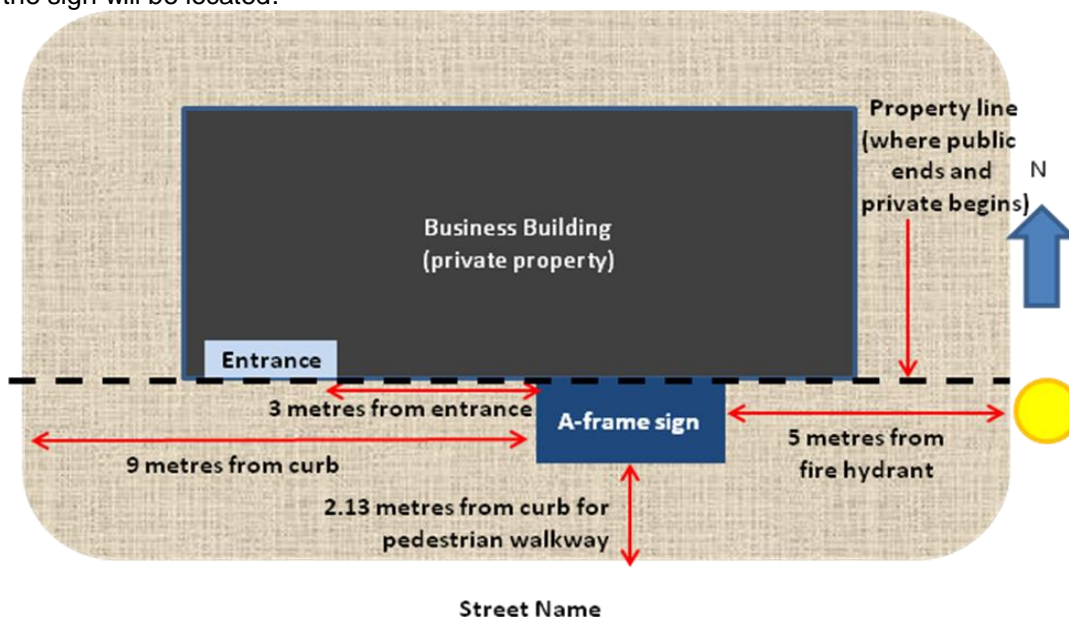
#### Sample A-frame sign sketch

Note that an A-frame sign must be between **0.5** and **1.0 metres** from the ground and cannot exceed 0.6 metres in width, and 0.75 metres in breadth.



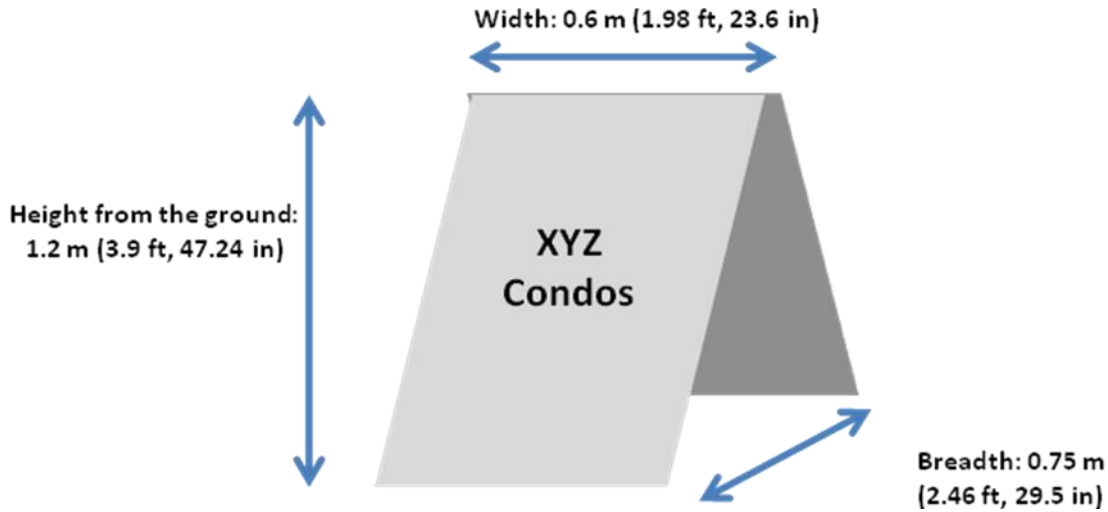
#### Sample A-frame sign site plan sketch

Show where the sign will be located.



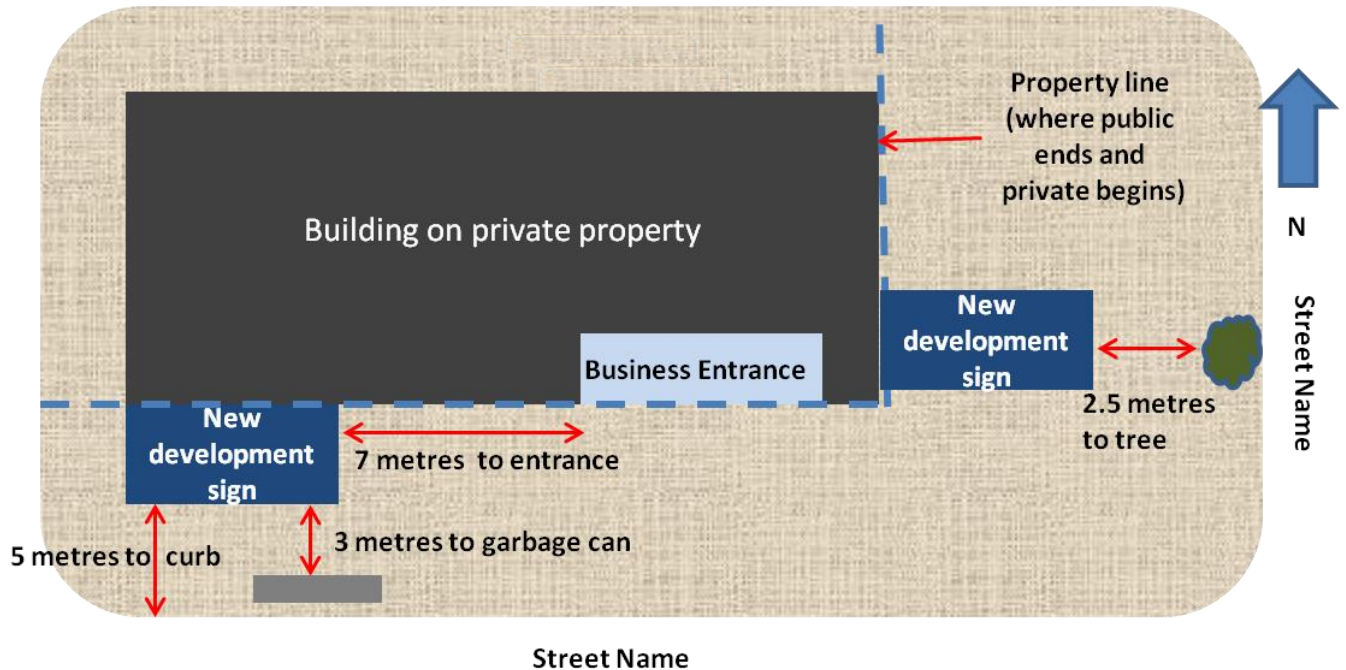
### Sample Development Sign sketch

Note that an A-frame sign must be between **0.5** and **1.2 metres** from the ground and cannot exceed 0.6 metres in width, and 0.75 metres in breadth.



### Sample Development Sign Site Plan

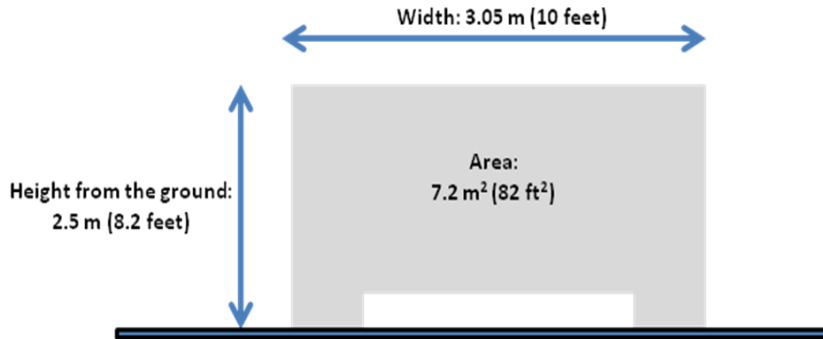
Show where all signs will be located. Note that within a 10-metre length, not more than five new development signs can be placed.





### Sample Mobile Sign Sketch

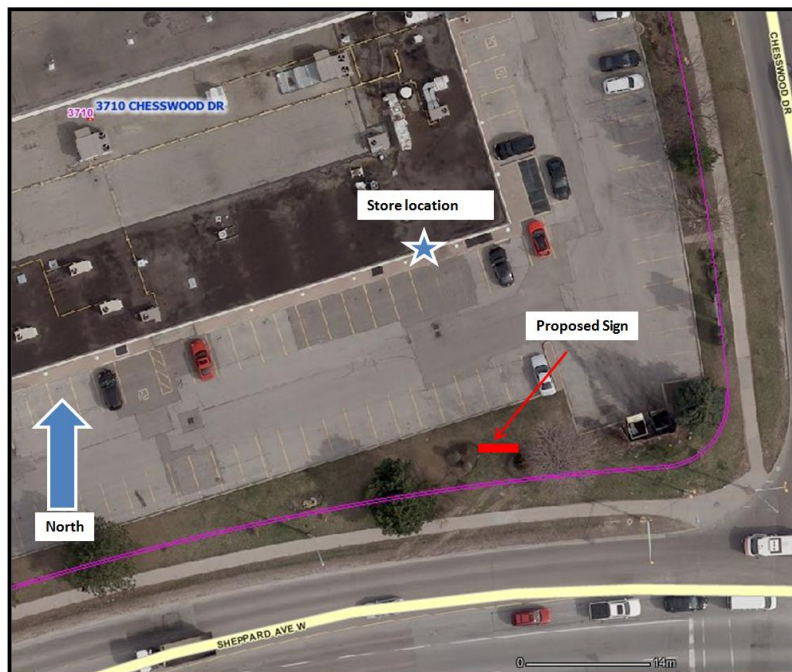
Note that a mobile sign may not exceed 2.5 meters in height above the ground and 3.05 metres in width.



### Sample Mobile Sign Site Plan Sketch

Show where the sign will be located. Our mapping website (see [www.toronto.ca/maps](http://www.toronto.ca/maps) and select the interactive Toronto map) is a helpful resource to create your sketch. Please note:

- No more than three mobile sign permits shall be issued for a single business location in a calendar year
- Mobile signs shall be located completely on private property and be located in front of the business being advertised.
- The sign content shall only be in black on white or white on black in the case of mobile signs having an area of 1.5 square metres or more.
- Each sign shall not be placed closer than 23 metres to another mobile sign.
- The sign shall not exceed 2.5 metres in height above grade and 3.05 metres in width.
- Proposals in parking spaces/lots are not permitted



### H. Business information about the insured party

First Name		Last Name	
Organization name (if applicable)			
Address	City/Province	Postal code	
Operating name of insured			
Telephone Number	Mobile Number	Email	

### I. Insurance information

Note that a minimum limit of \$2,000,000 Commercial General Liability insurance is required.		
Name of the insurance company	Policy number	Coverage (\$)
Policy effective date (yyyy-mm-dd)	Policy expiry date (yyyy-mm-dd)	
Operations of the named insured for which this certificate is issued		

### J. Business information about the insurance broker

First Name		Last Name	
Address	City/Province	Postal code	
Telephone Number	Mobile Number	Email	

**K. Provisions of amendments or endorsements**

- The acceptance of this certificate by the City of Toronto does not certify that the limits of liability and terms and conditions of the policy referred to above meet the specified requirements of the Commissioner of Finance nor will the acceptance of this certificate by the City waive the City's rights of action against the application and/or insurer for failure to comply with provisions governing the use of permits and licences granted herein.
- Commercial General Liability is extended to include Personal Injury Liability, Contractual Liability, Owner's and Contractor's Protective Coverage, Products-Completed Operations, Contingent Employers Liability and Non-owned Automobile Liability.
- The City of Toronto has been named as an Additional Insured, but only with respect to liability arising out of the operations of the Insured for which a permit, license or agreement has been issued by the City of Toronto.

- The Commercial General Liability policy or policies identified above shall protect each insured in the same manner and to the same extent as though a separate policy has been issued to each but nothing shall operate to increase the limits of liability as identified above beyond the amount or amounts for which the Company would be liable if there had been only one Insured.
- If insurance is placed in primary and excess layers, file Separate certificates for each. If a facsimile has been transmitted, the original certificate must follow. The Commercial General Liability policy(ies) identified above shall apply as the primary insurance and not excess to any other insurance available to any of the Additional Insured as set out in Paragraph 2.
- Any certificate that is altered will be considered invalid, such as if a provision is crossed out.
- If the policy is canceled or changed in any manner, for any reason, during the period of coverage as stated herein so as to affect this certificate, thirty (30) days prior written notice (10) days if cancellation is due to non-payment of premium) by registered mail will be given by the insurer to:

**The Road Allowance Unit, Licence & Permit Issuing Office, Municipal Licensing & Standards**  
 East York Civic Centre, 850 Coxwell Avenue, 3rd Floor, Toronto, ON M4C 5R1  
 Information Line: 416-392-6700 | Email: [mlsroadallowance@toronto.ca](mailto:mlsroadallowance@toronto.ca) | Fax: 416-392-4515

**L. Information about the insurance broker**

I certify that the insurance is in effect as stated in this certificate and that I have authorization to issue this certificate for and on behalf of the insurer(s). This certificate is valid until the expiration date(s) shown unless notice is given in writing.

Signature and stamp of authorized representative

Date (yyyy-mm-dd)

**Notice of Collection Statement**

The personal information on this form is collected under the authority of the City of Toronto Act, S.O. 2006, Chapter 11, Schedule A, s. 136 (b) & (c) and City of Toronto Municipal Code 693, Signs. The information is required in order to process, issue and monitor the permits issued by the Municipal Licensing and Standards Division. Questions about this collection can be directed to the Manager, Licensing Services, the Licence & Permit Issuing Office, East York Civic Centre, 850 Coxwell Avenue, 3<sup>rd</sup> floor, telephone (416) 392-3084.