

## For Use by City Staff (Principal Authority)

Application Number:

Date Received:

Permit Number (if different):

 Application Submitted to: **City of Niagara Falls**

### A. Project information

Street Address: \_\_\_\_\_ Unit No. \_\_\_\_\_ Lot/Con: \_\_\_\_\_

Estimated Construction Value: \$ \_\_\_\_\_ Lot Frontage: \_\_\_\_\_ m

 Does the proposed sign pertain to one or more new / existing business(es) on the premises?  Yes  No

If yes, please provide name(s) of business(es):

 Are there any other signs present on the property?  Yes  No If Yes, list:

If yes, number of existing ground signs: \_\_\_\_\_ Total number of existing signs: \_\_\_\_\_

### B. Sign details

 Proposed work is:  newly erect  alter  repair  relocate  electrical Installation date:

 Size of sign: \_\_\_\_\_ m X \_\_\_\_\_ m = \_\_\_\_\_ m<sup>2</sup> Min. height above grade: \_\_\_\_\_ m Total height: \_\_\_\_\_ m

 Is sign a projection sign?  Yes  No Projection: \_\_\_\_\_ m Sign is covered by insurance for damage/injury?  Yes  No

Type and Number of signs to be erected:

 awning:  banner:  billboard:  canopy:  fascia:

 logo:  murads:  portable:  projecting:  ground supported:

 wall:  roof:  pylon:  tourist home:  projected image:

 Sign finish:  painted  plastic  neon  wood  electronic Is sign illuminated?  Yes  No

### C. Applicant

 Applicant is:  Owner or  Authorized Agent of Owner (if selected complete and attach authorization form)

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Corporation or Partnership: \_\_\_\_\_

Street Address: \_\_\_\_\_ Unit No. \_\_\_\_\_ Lot/Con: \_\_\_\_\_

Municipality: \_\_\_\_\_ Postal Code: \_\_\_\_\_ Province: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Cell Number: \_\_\_\_\_ Email: \_\_\_\_\_

### D. Owner (if different from applicant)

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Corporation or Partnership: \_\_\_\_\_

Street Address: \_\_\_\_\_ Unit No. \_\_\_\_\_ Lot/Con: \_\_\_\_\_

Municipality: \_\_\_\_\_ Postal Code: \_\_\_\_\_ Province: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Cell Number: \_\_\_\_\_ Email: \_\_\_\_\_

**E. Sign Contractor (MUST be licensed by the City of Niagara Falls, Clerks Department)**

Last Name:	First Name:	Corporation or Partnership:
Street Address:		Unit No.
Municipality:	Postal Code:	Province:
Telephone Number:	Cell Number:	Email:

**F. Declaration of applicant**

I the applicant, acknowledge that the information contained in this application, attached plans and specifications, and other attached documentation is true to the best of my knowledge and that if the owner is a corporation or partnership, I have the authority to bind the corporation or partnership.

Date: Signature:

Personal information contained in this form is collected under the authority of subsection 8(1.1) of the *Building Code Act, 1992*, and will be used in the administration and enforcement of the *Building Code Act, 1992*. Questions about the collection of personal information may be addressed to the Chief Building Official of the City of Niagara Falls.

**Completing this Form****E. Sign Contractor**

The City of Niagara Falls currently licences Sign Installers. For this reason, the Sign Contractor / Installer's information is required to be provided to allow staff to verify the status of the licence for the identified contractor. Should the contractor listed not be licenced, a licence will be required prior to the issuance of the sign permit. Please contact the Clerk's Department for the City of Niagara Falls to enquire about sign installer licensing (905 356 7521 ext. 4283).

**Required Supplemental Information**

In addition to the submission of this completed form the submission must also include a drawing/diagram/picture of the sign as well as the intended wording of the sign.

**Building Permit**

If the construction of a sign requires a building permit, a separate sign permit is not required provide a building permit is obtained.

**Other Approvals**

Where the erection of a sign requires approvals from the Regional Municipality of Niagara, Ministry of Transportation or Niagara Parks Commission, a sign permit from the City of Niagara Falls is **NOT** required. However, in order to be exempted from the requirement for permit this form along with the approval(s) granted from the other authorities shall be submitted to Building Services for our records. It should be noted that approvals from other authorities does **NOT** exempt an applicant from obtaining a building permit.

**For Use by City Staff (Principal Authority)**

Regional Municipality of Niagara Approval Required:  Yes  No  Obtained, Date:

Ministry of Transportation Approval Required:  Yes  No  Obtained, Date:

Niagara Escarpment Commission Approval Required:  Yes  No  Obtained, Date:

Niagara Peninsula Energy / Ontario Hydro Approval Required:  Yes  No  Obtained, Date:

Niagara Peninsula Conservation Authority Approval Required:  Yes  No  Obtained, Date:

Building comments:

Permit Issuance Authorized by the undersigned for the Chief Building Official

Date: Signature:



## Applicable Law Checklist

This form is authorized by the City of Niagara Falls Building By-law [2013-178]  
Updated: Sept. 2025

### A. Project information

Street Address:

Unit No.

Lot/Con:

This form describes conditions where approvals from various other agencies are required before a building permit can be issued. It is recommended that these approvals be completed prior to applying for a building permit, since they may delay or prevent permit issuance. For assistance with the individual approvals listed consult with the applicable agency. Further information with regard to the individual agencies and contact for such is contained at the conclusion of this form.

### B. Heritage – City of Niagara Falls Planning Department

Are you proposing to demolish, alter, add to or otherwise modify a building that is listed on the City of Niagara Falls heritage inventory?

Yes  No

Is the building / property designated or in the process of being designated?

Yes  No

Is the property located in a Heritage District or study area?

Yes  No

### C. Zoning – Niagara Escarpment Commission

Does the property exist within the jurisdiction of the Niagara Escarpment Commission?

Yes  No

### D. Wetlands, Shorelines & Watercourses – Niagara Peninsula Conservation Authority

Does the property abut a ravine, watercourse, wetland or shoreline?

Yes  No

### E. Transportation Routes – Ontario Ministry of Transportation

Is the property within 45m of a highway or 180m from any highway intersection?

Yes  No

Is the property within 395m of a controlled highway intersection?

Yes  No

Is this a major traffic generating project located within 800m of a highway?

Yes  No

### F. Environmental Approvals – Ontario Ministry of the Environment

Is the property an industrial or commercial property being changed to a more sensitive use?

Yes  No

Is the property a former waste disposal site?

Yes  No

Is the project a major industrial, commercial or government project?

Yes  No

Is this a renewable energy project?

Yes  No

### G. Agriculture and Farms – Ontario Ministry of Agriculture and Food

Is the proposed building a farm building that will house animals or manure, or is it a milk processing plant?

Yes  No

### H. Education and Child Care Centres – Ontario Ministry of Education

Does the project involve the demolition of a school or is a daycare proposed in any portion of the building?

Yes  No

### I. Seniors / Long Term Care Centres & X-Ray Equipment – Ontario Ministry of Community and Social Services

Is the project a Seniors / Long term Care project whereby Government funding is being sought?

Yes  No

Does the project include spaces for the use of X-Ray equipment?

Yes  No

### J. Funeral Home – Ontario Ministry of Consumer and Business Services

Does the project involve any building in which funeral services are conducted?

Yes  No

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## K. Declaration of Owner

I, \_\_\_\_\_, certify that the information provided on this document is true to the best of my knowledge and that all required approvals related to the relevant applicable laws have been enclosed and submitted with the application for permit for this project.

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

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## Completing this Form

### B. Heritage - Ontario Heritage Act, s. 27, 30, 33, 34, 40.1 & 42

The City of Niagara Falls has designated certain heritage buildings and maintains a list of building of heritage interests. Specific areas have also been established as Heritage Conservation District. Planning and/or City Council approval for demolition, alteration and construction is required if the subject property is affected.

Contact: City of Niagara Falls Planning Division at 905 356 7521 ext. 4330 or at [planning@niagarafalls.ca](mailto:planning@niagarafalls.ca)

### C. Zoning - Niagara Escarpment Planning and Development Act

Where construction is proposed in the area under the jurisdiction of the Niagara Escarpment Commission and development permit is required to before a building permit can be issued.

Contact: Niagara Escarpment Commission at 905 877 7524 or at [nec@ontario.ca](mailto:nec@ontario.ca)

### D. Wetlands, Shorelines & Watercourses - Conservation Authorities Act s.28, regulation 166/06

Development within certain conservation regulated areas requires construction and fill permits from the conservation authority before a building permit can be issued.

Contact: Niagara Peninsula Conservation Authority, 905 788 3135, [info@npca.ca](mailto:info@npca.ca)

### E. Transportation Routes - Public Transportation Act s. 34/38

Ministry authorization is required for construction of all buildings within certain distances of a highway or intersection. Where major developments will generate significant amounts of traffic, such as a shopping centre, the distance is extended to 800m.

Contact: Ministry of Transportation, [www.mto.gov.on.ca](http://www.mto.gov.on.ca)

### F. Environmental - Conservation Authorities Act s.28 (1)(c), regulation 166/06

Development within certain conservation regulated areas requires construction and fill permits from the conservation authority before a building permit can be issued.

Contact: Ministry of Environment, 1 800 461 6290

### G. Agriculture and Farms - Nutrient Management Act 2002 s.11 regulation 267/03, Milk Act s.14

Buildings or structures that house animals or store manure may require a nutrient management strategy approved by the Ministry. The Ministry must also determine that a milk processing plant is necessary and authorize it before a building permit can be issued

Contact: Ministry of Agriculture Food and Rural Affairs, 1 877 424 1300

### H. Education and Child Care Centres - Education Act s.194, Day Nurseries Act, s.5 or regulation 262

The Minister must approve the demolition of all school buildings. Ministry plan approval is required if a new or existing building is proposed to be used or altered / renovated to be used as a day nursery, or if an existing day nursery is altered or renovated.

Contact: Ministry of Education, 416 325 2929

### I. Seniors / Long Term Care Centres and X-Ray Equipment - Elderly Persons Centres Act s.6, Healing Arts Radiation Act

Reports must be submitted to and approved by the Minister for all seniors centres to which government funding applies. Where X-Ray equipment is used for primary exposure to humans approvals are required before a building permit can be issued.

Contact: Ontario Ministry of Community and Social Services, 1 888 789 4199

### J. Funeral Home - Funeral Directors and Establishments Act, regulation 469

Where a building houses a funeral establishment necessary approvals are required to be obtained before a building permit can be issued.

Contact: Bereavement Authority of Ontario, 1 844 493 6356



## Authorized Agent Authorization Form

This form is authorized by the City of Niagara Falls Building By-law [2013-178]

Updated: Sept. 2025

### A. Project information

Street Address: \_\_\_\_\_ Unit No. \_\_\_\_\_ Lot/Con: \_\_\_\_\_

### B. Party to be authorized

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Corporation or Partnership: \_\_\_\_\_

Street Address: \_\_\_\_\_ Unit No. \_\_\_\_\_ Lot/Con: \_\_\_\_\_

Municipality: \_\_\_\_\_ Postal Code: \_\_\_\_\_ Province: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Cell Number: \_\_\_\_\_ Email: \_\_\_\_\_

### C. Declaration of Owner

I, \_\_\_\_\_, being the Registered Owner of the above property hereby authorize the party stated in Section B of this form to make application for permit on my behalf to Building Services of the City of Niagara Falls in accordance with the applicable requirements of the Ontario Building Code for the purpose of the identified project.

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

The Ontario Building Code states that "owner includes, in respect of the property on which the construction or demolition will take place, the registered owner, a lessee or mortgagee in possession".

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