

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 = _____ m² 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.

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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: