

Permit Requirements

Portable Signs

Permit Application

1. Completed sign permit application form.
 - Portable Sign Permit Application
 - Notice of Permission to Display a Portable Sign
2. **One (1) copy** of plans and specifications including:
 - site plan or copy of an up-to-date property survey showing the location of the proposed sign, indicating setbacks from the property line(s), driveway access and any existing buildings on the site. The site plan must also show the exact location of any existing portable signs. Hand drawn sketches are not acceptable.
 - where applicable, drawings of and information with respect to the sign or advertising device and/or the building upon which the sign or advertising device is to be attached including the size and location of all other existing signs.
 - where required by the Chief Building Official, a certificate of review from a structural engineer.
3. Portable Sign Permit fee of \$125.00 (non-refundable).

Sign Permit Issuance

1. The owner shall provide confirmation that a minimum of \$2 million liability insurance is in effect.
2. Where a permit is to be issued to a party other than the owner, a form (Notice of Permission to Display a Portable Sign) signed by the owner shall be submitted for the authorization of work to be undertaken on the owner's property.
3. A validation sticker must be placed on the sign in a clearly visible fashion.
4. No person shall erect or display, or cause to be erected or displayed, a portable sign within a visibility triangle or in a manner which interferes with pedestrian or vehicular traffic .

Permit Issuance

1. Contractors named on the application must obtain a City of Brampton contractor's license for the current year. For information call (905)874-2580.
2. Where a permit is to be issued to a party other than the owner, a form (Notice of Permission to Construct) signed by the owner shall be submitted for the authorization of work to be undertaken on the owner's property.
3. Other approvals may be required prior to the issuance of a permit:
 - Region of Peel (905)791-7800 ext. 7851
 - Ministry of Transportation (416)235-4592

Permits

Tel. (905)874-2401
Fax (905)874-2499

Inspections

Tel. (905)874-3700
Fax (905)874-3763



BUILDING DIVISION
8850 McLaughlin Road, Un 1
Brampton, ON L6Y 5T1
Tel: 905-874-2401

PORTABLE SIGN PERMIT APPLICATION

DATE STAMP	APPLICATION NUMBER	
	ACCEPTED BY	BUILDING FILE #

TO THE DIRECTOR OF BUILDING: Pursuant to the City of Brampton Sign By-law 399-2002, as amended, the undersigned hereby applies for a permit to display a portable sign as described on this application and the documents submitted herewith.

LOCATION	STREET NO.	STREET NAME		UNIT NO.
	LOT/BLK	PLAN/CON	REFERENCE PLAN (If Applicable)	
PORTABLE SIGN TYPE	CLASS A - MOBILE SIGN <input type="radio"/>	CLASS C - INFLATABLE <input type="radio"/>	BUILDER'S A-FRAME SIGN <input type="radio"/>	# _____
	CLASS B - A-FRAME SIGN <input type="radio"/>	CLASS D - OTHER <input type="radio"/>	START DATE _____	
PROPERTY OWNER	NAME			
	STREET NO.	STREET NAME		UNIT NO. PHONE NO.
	CITY	PROVINCE	POSTAL CODE	FAX
TENANT OR OCCUPANT FOR WHICH THE SIGN IS DISPLAYED				PHONE NO.
PORTABLE SIGN CONTRACTOR / SUPPLIER	NAME			
	STREET NO.	STREET NAME		UNIT NO. PHONE NO.
	CITY	PROVINCE	POSTAL CODE	FAX NO.

APPLICANT'S DECLARATION				
I, of	LAST NAME		FIRST NAME	PHONE NO.
	STREET NO.	STREET NAME		UNIT NO. FAX NO.
	CITY	PROVINCE	POSTAL CODE	MOBILE/PAGER NO.

Do hereby declare the following:

1. THAT I am

☐ the property owner as stated above
☐ the owner's authorized agent
☐ an officer/employee of _____ which is an authorized agent of the owner

2. THAT the statements made and the information provided herein are true and correct and are made and provided with full knowledge of the circumstances relating to this application

3. THAT I know of no reason why a permit should not be granted pursuant to this application

4. WHERE applicable only personnel licensed by the City of Brampton will be employed on this project

Applicant's Signature

Date

OFFICE USE ONLY

RECEIPT NO. <input type="checkbox"/> Cash <input type="checkbox"/> Cheque <input type="checkbox"/> Other FEES Permit Fee \$ Copies \$ Total Fee \$	EXPIRY DATE	REVIEWED BY SIGNATURE DATE
COMMENTS	NUMBER OF PERMITS ISSUED THIS YEAR _____ EXPIRY DATE OF LAST PERMIT ISSUED _____ # OF EXISTING SIGNS ON THE PROPERTY _____	
	ISSUANCE OF PERMIT AUTHORIZED DATE	

NOTICE OF PERMISSION TO DISPLAY A PORTABLE SIGN

Where acquisition of the permit is being undertaken by other than the owner, this form shall be completed and returned to the Building Department prior to the issuance of a permit.

Date: _____

To: The Chief Building Official and Director of Building,
City of Brampton, Building Division
8850 McLaughlin Road, Unit 1
Brampton, Ontario
L6Y 5T1
Telephone #: 905-874-2401 Fax #: 905-874-2499

From: Owner of Property _____

Address _____
Street City Postal Code

Contact Name: _____

Title: _____

Phone #: _____

Re: Portable Sign Permit Application:

Location: _____

Suite/Unit: _____

Name of Business: _____

Display Period for Sign: Start date End date _____

This will confirm the owner's consent for the tenant/occupant to acquire the necessary permits and to display a portable sign at the above noted location.

Yours truly,

Signature

Print Name _____ Title _____