

PORTABLE/TEMPORARY SIGN APPLICATION



Property Address: _____

Applicant	Applicant is (please circle): Owner or Authorized agent of owner
Name:	
Applicant's Address:	
E-Mail:	
Telephone Number:	
Owner (if different from applicant):	

(If you are the authorized agent of owner please fill out the attached Letter of Authorization and submit with your application)

Duration of Sign (Maximum 90 days per calendar year):

From _____ to _____
(date) (date)

Is the sign located in the **Downtown Sign Permit Area (DSPA)**? Yes No
 If yes, please attach the required approval from the **Downtown Orillia Management Board (DOMB)**
 DOMB Contact 705-325-3261

Is the sign located within 400 m of a Provincial highway? Yes No
 (HWY 11 or HWY 12)

If yes, please attach the required approval from the Ministry of Transportation (MTO).

Is the Sign Illuminated? Yes No

Sign Value (Installation & Material) \$ _____

Site Plan depicting the location of the sign must be provided with this application. The site plan must show the distance of the sign from property lines, and driveways.

Sign Diagram must be provided with application depicting the sign message, sign dimensions (face and message), and wall dimensions (only applicable for wall signs)

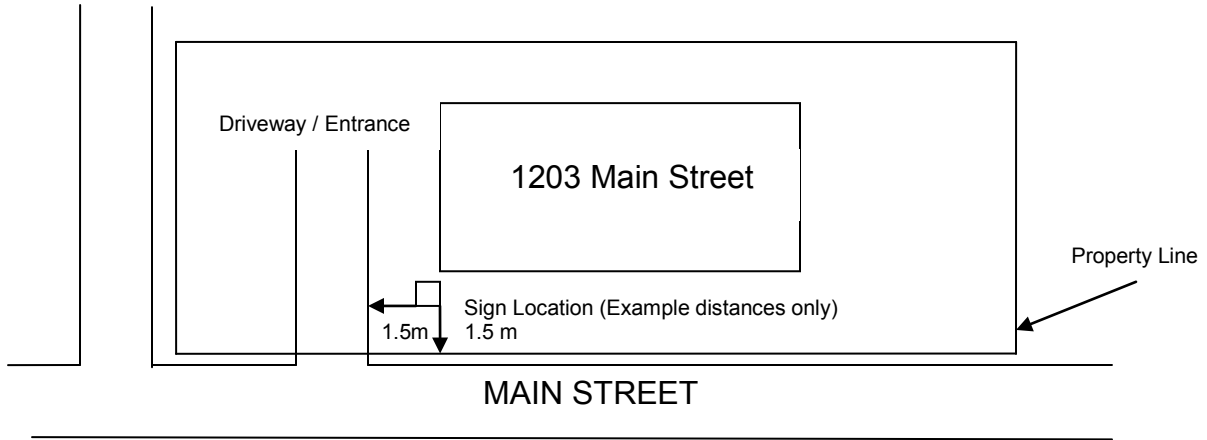
Signature of Owner or Applicant

_____, 20__
Date

For Administration Only		Review	Fees
Planning Division Director of Development Services and Engineering (Designee)	Name	Date reviewed	
Sign Permit No. (if applicable)	Building Permit No. (if applicable)		Total
Comments			

EXAMPLE ONLY

Temporary / Portable Signs



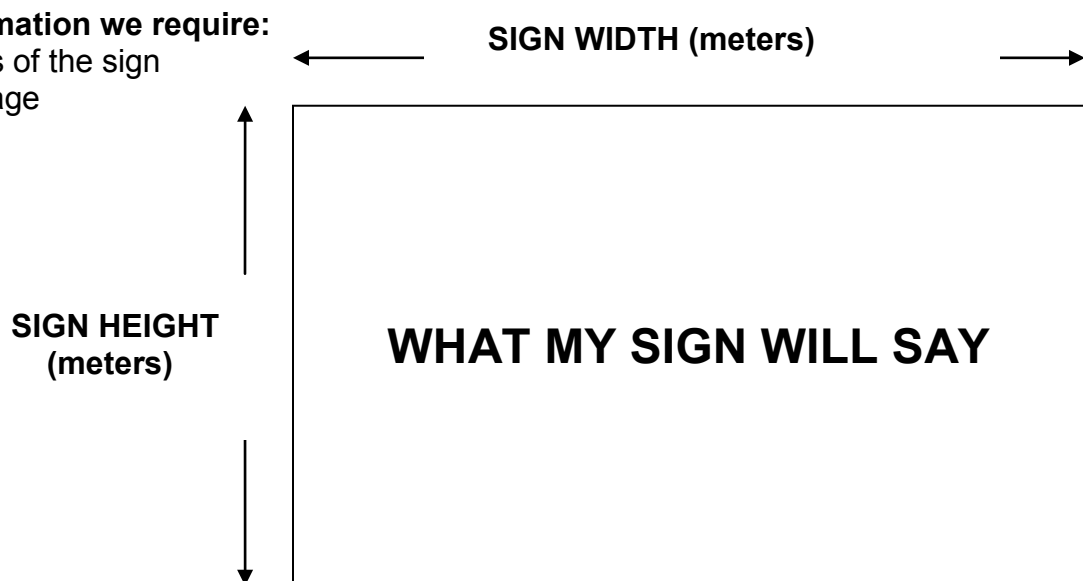
This is an example of what we need for a permit application

Required Information:

1. Street Names
2. Municipal Numbers
3. Exact Location of Sign on your Property
4. Setbacks (distance of sign) from driveway / entrance and Property Lines

Sign Information we require:

Dimensions of the sign
Sign message





Development Services and
Engineering Department
Building Division

T: 705-329-7258
F: 705-329-2670
building@orillia.ca
orillia.ca
50 Andrew St. S., Suite 300,
Orillia, ON L3V 7T5

Date: _____, 20____

I, _____, hereby
(NAME OF PROPERTY OWNER)

give permission to _____
(NAME OF COMPANY OR CONTRACTOR)

to act as my authorized agent to apply for a building permit

For

(PROJECT PROPERTY ADDRESS)

This person / company will be responsible for applying for the permit, submitting all required drawings and picking up the permit once it has been issued.

Signature of Property Owner