



**BUILDING PERMIT FOR TEMPORARY PORTABLE SIGN**

Sign and Merchandise Display By-law 2005-41  
Amending By-law 2006-22

A Complete Application consists of:

- Complete attached application form
- Provide an illustration of the proposed signage

Notes: As per section 3.8 of the Sign and Merchandise Display By-law 2005-41

1. Each occasion not to exceed 60 days Maximum
2. Temporary portable signs may be up two non-consecutive occasions per calendar year.
3. Permits are required prior to sign being placed and to be removed no later than 60 days from the date of the Building Permit.

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Questions ?

Terry Willing, Chief Building Official  
30 King Street East, Box 100, Gananoque, ON K7G 2T6  
Telephone: 613 382-2149 ext.1130  
E-mail: [building@gananoque.ca](mailto:building@gananoque.ca)

For use by Principal Authority	
Application number:	Permit number (if different):
Date received:	Roll number:

Application submitted to: \_\_\_\_\_ **TOWN OF GANANOQUE** \_\_\_\_\_

(Name of municipality, upper-tier municipality, board of health or conservation authority)

A. Project information			
Building number, street name	Unit number	Lot/con.	
Municipality <b>TOWN OF GANANOQUE</b>	Postal code	Plan number/other description	
Project value est. \$	Area of work (m <sup>2</sup> )		
B. Applicant			
Applicant is:		Owner or Authorized agent of owner	
Last name	First name	Corporation or partnership	
Street address	Unit number	Lot/con.	
Municipality	Postal code	Province	E-mail
Telephone number ( )	Fax ( )	Cell number ( )	
C. Owner (if different from applicant)			
Last name	First name	Corporation or partnership	
Street address	Unit number	Lot/con.	
Municipality	Postal code	Province	E-mail
Telephone number ( )	Fax ( )	Cell number ( )	
D. Builder (optional)			
Last name	First name	Corporation or partnership (if applicable)	
Street address	Unit number	Lot/con.	
Municipality	Postal code	Province	E-mail
Telephone number ( )	Fax ( )	Cell number ( )	
E. Purpose of application			
New construction	Addition to an	Alteration/repair	Demolition existing building
			Conditional Permit
Proposed use of building	Current use of building		
Description of proposed work			
<b>TEMPORARY PORTABLE SIGNAGE</b>			

<b>F. Tarion Warranty Corporation (Ontario New Home Warranty Program)</b>		
i.	Is proposed construction for a new home as defined in the <i>Ontario New Home Warranties Plan Act</i> ? If no, go to section G.	Yes No
ii.	Is registration required under the <i>Ontario New Home Warranties Plan Act</i> ?	Yes No
iii.	If yes to (ii) provide registration number(s): _____	
<b>G. Attachments</b>		
i.	Attach documents establishing compliance with applicable law as set out in Article 1.1.3.3.	
ii.	Attach Schedule 1 for each individual who reviews and takes responsibility for design activities. iii. Attach Schedule 2 where application is to construct on-site, install or repair a sewage system.	
iv.	Attach types and quantities of plans and specifications for the proposed construction or demolition that are prescribed by the by-law, resolution, or regulation of the municipality, upper-tier municipality, board of health or conservation authority to which this application is made.	
<b>H. Declaration of applicant</b>		
I _____ certify that:		
(print name)		
1.	The information contained in this application, attached schedules, attached plans and specifications, and other attached documentation is true to the best of my knowledge.	
2.	I have authority to bind the corporation or partnership (if applicable).	
_____	_____	
Date	Signature of applicant	

Personal information contained in this form and schedules 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: a) the Chief Building Official of the municipality or upper-tier municipality to which this application is being made, or, b) the inspector having the powers and duties of a chief building official in relation to sewage systems or plumbing for an upper-tier municipality, board of health or conservation authority to whom this application is made, or, c) Director, Building and Development Branch, Ministry of Municipal Affairs and Housing 777 Bay St., 2nd Floor. Toronto, M5G 2E5 (416) 585-6666



**SIGN DATA SHEET:**

Applications may be subject to any Town incurred costs over and above the fees set out in the General Fees and Rates By-law for various services provided by the municipality

<b>Proposed Sign 1</b> (must comply with the Sign and Merchandise Display By-law)	
Type: <input type="checkbox"/> Wall	<input type="checkbox"/> Ground <input type="checkbox"/> Window
<input type="checkbox"/> Roof	<input type="checkbox"/> Other _____
<input type="checkbox"/> Sandwich Board	<input type="checkbox"/> Temporary, time period _____
Type of Construction	
<input type="checkbox"/> Plastic	<input type="checkbox"/> Steel
<input type="checkbox"/> Wood	<input type="checkbox"/> Other _____
Illuminated <input type="checkbox"/> No <input type="checkbox"/> Yes	If Yes, Type: _____
Dimensions of Sign:	Area of Sign:

<b>Proposed Sign 2</b> (must comply with the Sign and Merchandise Display By-law)	
Type: <input type="checkbox"/> Wall	<input type="checkbox"/> Ground <input type="checkbox"/> Window
<input type="checkbox"/> Roof	<input type="checkbox"/> Other _____
<input type="checkbox"/> Sandwich Board	<input type="checkbox"/> Temporary, time period _____
Type of Construction	
<input type="checkbox"/> Plastic	<input type="checkbox"/> Steel
<input type="checkbox"/> Wood	<input type="checkbox"/> Other _____
Illuminated <input type="checkbox"/> No <input type="checkbox"/> Yes	If Yes, Type: _____
Dimensions of Sign:	Sign Area:

<b>Type and Number of Existing Signs on the subject property (indicate number):</b>				
<input type="checkbox"/> Ground _____	<input type="checkbox"/> Roof _____	<input type="checkbox"/> Wall _____	<input type="checkbox"/> Window _____	<input type="checkbox"/> Other _____
<b>Setbacks from Lot Lines:</b>				
Front _____	Exterior Side _____	Rear _____	Interior _____	Interior _____

<b>Installation and Construction Details:</b>
<input type="checkbox"/> Ground Signs (foundation and structural details)
<input type="checkbox"/> Building Mounted Signs (cross-sectional details, wall construction, type/size of sign fasteners and method of connection to the building support structure)

<b>DECLARATION OF APPLICANT</b>
<p>I, _____ of the _____ of _____ in the _____ of _____ solemnly declare that:</p> <p>I am aware of the applicable Town of Gananoque's By-law 2005-41 being a By-law to Regulate Signs and Other Advertising Devices in the Town of Gananoque.</p> <p>I understand that the issuance of a permit shall not be deemed a waiver of the provisions of any by-laws or other regulations, notwithstanding anything included in or omitted from the plans or other material filed in support of this application.</p> <p>I acknowledge that in the event that a permit is issued, any departure from the plans, specifications or locations proposed in the application is prohibited and such could result in the permit being revoked. I further acknowledge that in the event the permit is revoked for any cause or irregularity or non-conformity with the by-laws and regulations, there shall be no right of claim whatsoever against the municipal corporation or any official thereof and any such claim is hereby expressly waived.</p> <p style="text-align: right; margin-top: 20px;">_____</p> <p style="text-align: right; margin-top: 5px;">Signature of Applicant</p>

<b>HOLD HARMLESS AGREEMENT</b>	
<p>The undersigned hereby agrees to hold an save harmless the Corporation of the Town of Gananoque, its officers, employees and officials from all claims or cause of action against the Corporation of the Town of Gananoque, because of injury, damage to property of others arising from the placement of a sign or other property of the undersigned and placed on, into, or above property or premises of the town of Gananoque.</p>	
<p>Declared before me at the _____ of _____ in the _____ of _____ this _____ day of _____, 2_____</p> <p style="text-align: right; margin-top: 20px;">_____</p> <p style="text-align: center; margin-top: 5px;">Signature of a Commissioner, etc</p>	<p style="text-align: center; margin-top: 20px;">_____</p> <p style="text-align: center; margin-top: 5px;">Signature of Applicant</p>

<b>INSURANCE CERTIFICATION</b> (or provide policy from insurance company)	
<p>The undersigned hereby certifies that insurance coverage is in full force and effect for the above named property with the (Insurance Company) _____ under policy number _____ with liability limits not less than \$1,000,000.00 (one million) and covering all business premises and operations. Further, that the Town of Gananoque will be given 15 (fifteen) days notice of cancellation or non-renewal of this policy of insurance and further, that this policy acknowledges the above agreement.</p>	
<p>Signed by: _____</p> <p>Authorized Insurance Representative</p> <p>_____ Name (please print)</p> <p>_____ Address</p>	<p>Date this _____ day of _____, 2_____</p>

<b>Office Use Only</b>		Roll No: _____
Development Permit Designation: _____	Application Complete: _____	
	Manager of Community Development	Date _____