



## BUILDING PERMIT FOR SIGNAGE

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

A Complete Application consists of:

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

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

Notes: **Refer to By-law 2005-41 for sign provisions in all areas**

1. Sign Permit Fee: \$10.00 for each metre squared or part thereof plus \$15.00 for the application.
2. Schedule A refers to the Special Sign Zone (downtown core)
3. Heritage Village has specific sign criteria

### Questions??

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Chief Building Official  
Town of Gananoque  
665 Charles Street North  
Gananoque, ON K7G 2T6

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Fax: 613-382-8587  
E-mail: building@gananoque.ca

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Town of Gananoque  
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Fax: 613-382-8587  
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**Application for a Permit to Construct or Demolish**  
 This form is authorized under the Building Code Sentence 2.4.1.1A.(2).

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:		<input type="checkbox"/> Owner or	<input type="checkbox"/> 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			
<input type="checkbox"/> New construction <input type="checkbox"/> Addition to an existing building <input type="checkbox"/> Alteration/repair <input type="checkbox"/> Demolition <input type="checkbox"/> Conditional Permit			
Proposed use of building		Current use of building	
Description of proposed work			
F. Tarion Warranty Corporation (Ontario New Home Warranty Program)			
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.		<input type="checkbox"/> Yes	<input type="checkbox"/> No
ii. Is registration required under the <i>Ontario New Home Warranties Plan Act</i> ?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
iii. If yes to (ii) provide registration number(s): _____			

**G. Attachments**

- 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.

**H. Declaration of applicant**

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)

**DECLARATION OF APPLICANT**

I, \_\_\_\_\_ of the \_\_\_\_\_ of \_\_\_\_\_ in the \_\_\_\_\_ of \_\_\_\_\_ solemnly declare that:

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.

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.

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.

\_\_\_\_\_  
Signature of Applicant

**HOLD HARMLESS AGREEMENT**

The undersigned hereby agrees to hold and 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.

Declared before me at the \_\_\_\_\_ of \_\_\_\_\_ in the \_\_\_\_\_ of \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_, 2\_\_\_\_\_

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Signature of a Commissioner, etc

**INSURANCE CERTIFICATION** (or provide policy from insurance company)

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.

Signed by: \_\_\_\_\_  
Authorized Insurance Representative  
\_\_\_\_\_  
Name (please print)  
\_\_\_\_\_  
Address

Date this \_\_\_\_\_ day of \_\_\_\_\_, 2\_\_\_\_\_

**Office Use Only**

Roll No: \_\_\_\_\_

Development Permit Designation: \_\_\_\_\_

Application Complete: \_\_\_\_\_

\_\_\_\_\_  
Manager of Community Development

\_\_\_\_\_  
Date

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