



## BUILDING PERMIT FOR SANDWICH BOARD SIGNAGE

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: Refer to Sections 3.8 and 3.9 of the Sign and Merchandise Display By-law 2005.41

1. Sign Permit Fee: New application or renewal after April 30<sup>th</sup> - \$50.00 for one year (expiry April 30<sup>th</sup>)
2. Annual renewal of a previously approved sandwich board sign - \$25.00 (on or before April 30<sup>th</sup> each year)
3. One portable sign shall be permitted per business
4. The *sign* shall not have more than two (2) faces.
5. The area of the *sign* face shall not exceed .74 m<sup>2</sup> (8 sq ft) per side.
6. The width of the *sign* shall not be less than 80 cm (24 in) or exceed 76 cm.(30 in)
7. The *height* shall not be less than 92 cm. (36 in) or more than 120 cm (48 in) above the ground.
8. The *sign* shall be of sandwich board design.
9. The *sign* shall not have any projections from the sides or bottom.
10. The *sign* shall have its edges smooth and rounded.
11. The *sign* shall be secured in the open position with rigid cross bracing when placed on display.
12. The location of the *sign* shall be determined at the time of application.
13. *Portable signs* which are to be displayed for more than 14 business days shall be built of rigid weather resistant material, (i.e. plywood, masonite, etc.)
14. Permits are required prior to sign being placed.

### 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](mailto:building@gananoque.ca)

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Town of Gananoque  
30 King Street East, Box 100  
Gananoque, ON K7G 2T6

Telephone: 613 382-2149 ext.126  
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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			
<b>SANDWICH BOARD SIGNAGE</b>			

**F. Tarion Warranty Corporation (Ontario New Home Warranty Program)**

- i. Is proposed construction for a new home as defined in the *Ontario New Home Warranties Plan Act*? If no, go to section G.  Yes  No
- ii. Is registration required under the *Ontario New Home Warranties Plan Act*?  Yes  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

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