



**City of Welland**  
**Planning and Development Services**  
 Building Division  
 60 East Main Street, Welland, ON L3B 3X4  
 Phone: 905-735-1700 Fax: 905-735-8772  
 Email: devserv@welland.ca  
 Website: www.welland.ca

DATE RECEIVED
Permit No. _____

**APPLICATION FOR SIGN PERMIT:**

Two sets of scale drawings showing details of erection, plot plan showing location of sign in relation to buildings and property lines shall accompany this Application. The plot plan shall also indicate the location of all existing Ground Signs, Mobile Signs, traffic light standards and driveway entrances.

Regional Sign Permit may be required if the sign is located on property abutting a Regional Road. M.T.O. Sign Permit may be required if sign is near a King's Highway.

Note: The erection of all signs shall conform to the requirements of the City of Welland Sign By-law, Ontario Building Code as applicable and applicable By-laws passed by the City of Welland.

Professional Engineer design and field review/report during construction will be required as specified in the By-law or as otherwise determined by the City.

**OFFICE OF THE CHIEF BUILDING OFFICIAL**

1. Project Municipal Address:							
Lot No:	Part:	Plan No:	Concession:				
2. Owner Name:				Mailing Address:			
City:		Postal Code:	Phone No:				
Cell No:		Email:					
3. Sign Contractor:				Mailing Address:			
City:		Postal Code:	Phone No:				
Cell No.		Email:					
4. Is the property affected by any easement(s) or encumbrance(s)?							<input type="checkbox"/> Yes <input type="checkbox"/> No
5. Type	<input type="checkbox"/> Mobile	<input type="checkbox"/> Projecting	<input type="checkbox"/> Ground	<input type="checkbox"/> Billboard	<input type="checkbox"/> Wall	<input type="checkbox"/> Canopy	<input type="checkbox"/> Other
6. Width of Sign	Height	Total Area (S.F.)			Total Weight		
7. Total distance grade to Bottom of Sign				Top of Sign			
8. Total distance of projection from face of building							
9. Total distance from lot line(s)							
10. Describe all lettering or wording on the sign							
11. Estimate cost \$							
12. Send correspondence to:		<input type="checkbox"/> Owner	<input type="checkbox"/> Sign Contractor	<input type="checkbox"/> Agent			

**DECLARATION**

I, the undersigned \_\_\_\_\_, am the authorized \_\_\_\_\_

(PLEASE PRINT)

- Owner
- Agent of Owner named in the above Application and I certify the truth of all the statements or representations contained therein.

I, understand that the issuing of a Permit shall not be deemed a waiver of any of the provisions of the Sign By-law or any By-laws or requirements of the Building Code notwithstanding anything included in or omitted from the plans or other material filed in support of or in connection with the above Application. I, understand that any details/information I have omitted from my plans must be constructed to the Sign By-law and the Ontario Building Code in the field and such omittance is my responsibility and may require that construction be corrected upon field inspection.

I, acknowledge that in the event a Permit is issued, any departure from plans, specifications or building locations proposed in the above 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 nonconformity with the Sign By-law or requirements of the Building Code as applicable, there shall be no right of claim whatsoever against the Municipal Corporation or any Official thereof and any such claim is hereby expressly waived.

Dated in the City of _____, Ontario _____ Date	
Address (if Agent):	Telephone No. (if Agent):
Email (if Agent):	
Signature of Authorized Agent	Signature of Owner