

Portable sign permit application



Permit fees are: \$110.00 full calendar year; \$55.00 when applied for after July

1. **Property address, including unit number:** _____

Step 1: Applicant information

Corporation (if applicable): _____

Last name: _____ First name: _____

Mailing address: _____

Municipality: _____ Postal code: _____

Phone number: _____ E-mail: _____

Step 2: Business/corporation as advertised on sign

Business Name: _____

Address, including unit number: _____

Phone number: _____ E-mail: _____

Step 3: Sign details [refer to Table 18.2.3, City of Guelph By-law (2021)-20621]

Sign 1 of 3

Sign name (Business): _____

Sign height (maximum 1.0 metres): _____

Sign face area (maximum 0.8 square metres): _____

Sign 2 of 3

Sign name (Business): _____

Sign height (maximum 1.0 metres): _____

Sign face area (maximum 0.8 square metres): _____

Sign 3 of 3

Sign name (Business): _____

Sign height (maximum 1.0 metres): _____

Sign face area (maximum 0.8 square metres): _____

Step 4: Insurance requirements Central Business District only

Select the option below that refers to your sign:

- The sign will remain on private property at all times.
- I have attached a certificate of general liability insurance in the amount of at least \$2,000,000.00 with the City of Guelph named as additional insured. I understand it is my responsibility to ensure such insurance remains in effect as long as the sign exists in such location.

Step 5: Declaration of applicant

I (print name) _____ certify that:

1. The information contained in this application and other attached documentation is true to the best of my knowledge.
2. I have authority to bind the corporation or partnership (if applicable).
3. I agree to comply with all relevant sections of the City of Guelph Sign By-law (1996)-15245, as amended.

Date: _____

Signature of applicant: _____

Collection of Personal Information

Personal information is being collected and will be used for the purposes of communicating with applicant and connecting them to the permit and their declaration, and to connect applicant to insurance coverage as per City of Guelph Sign By-law (1996)-15245.

Personal information, as defined by Section 2 of the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA), is collected under the authority of the Municipal Act, 2001, and in accordance with the provisions of MFIPPA.

If you have questions about the collection, use or disclosure of this personal information please call 519-822-1260 extension 2349 or email privacy@guelph.ca.

Alternate formats of this document are available as per the Accessibility for Ontarians with Disabilities Act by contacting Building Services at 519-837-5615 or email building@guelph.ca.

For use by Principal Authority

Application Number: _____

Date Received: _____

Received by: _____