



**CORPORATION OF THE CITY OF PEMBROKE
BUILDING DEPARTMENT**

1 PEMBROKE STREET EAST, PEMBROKE, ON K8A 3J5
PHONE 613-735-6821 x1304 FAX 613-735-3660 www.pembroke.ca

THIS BOX FOR OFFICE USE ONLY

ADDRESS OF WORK _____ ROLL NUMBER _____

ZONE _____ PERMIT NUMBER _____ PERMIT FEE _____

SIGNATURE _____ DATE _____

APPLICATION FOR A SIGN PERMIT

IMPORTANT: The Sign By-law regulates the number of signs allowed on properties in different zones. If you would like to confirm that you do not already have the maximum number of signs allowed on your property *before* you proceed with this application process, please contact the Planning and Building Department at 613-735-6821 x1304.

The undersigned hereby applies for a Sign Permit in accordance with the regulations of the City of Pembroke Sign By-law (2014-46), as amended. It is understood and agreed that if the permit received is revoked for any cause or irregularity or non-conformity to the said By-law and regulations, that in consideration of the issuing of the permit all claims are waived, therefore, against the Corporation of the City of Pembroke.

I. SIGN INFORMATION

For descriptions of the different types of signs, see Section 2 of the Sign By-law, which is available online or by request from the Planning and Building Department at 613-735-6821 x1304.

- a) I hereby apply to: ERECT ALTER REPAIR

- b) A sign of the following type: 12-MONTH PORTABLE (\$110 + \$50 administrative fee first time permit is issued or if re-issued after expiry)

- 6-MONTH PORTABLE (\$55 + \$50 administrative fee first time permit is issued or if re-issued after expiry)

- A-BOARD FASCIA GROUND BANNER

- STANDARD OR PYLON ACCESSORY OR BUSINESS

- PROJECTING READ-O-GRAPH (DIGITAL)

- BILLBOARD OTHER _____

- c) At Name of Business: _____

- d) Address of Business: _____ Postal Code: _____

- e) Wording and Description of Sign: _____

- f) Cost of Construction, including labour and materials: _____

- g) Total sign height: _____

- h) Sign width: _____



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- i) Distance from lowest part of sign to the ground
(N/A for Portable, A-Board, Fascia, Ground, and
Accessory signs): _____
- j) Distance sign projects from building (if applicable): _____
- k) Surface Area of Sign: _____
- l) Distance from sign to:
- i. Front lot line _____
 - ii. Rear lot line _____
 - iii. Interior side lot line _____
 - iv. Interior side lot line _____
 - v. Exterior side lot line
(if applicable) _____
- m) Total number of signs currently on the property: _____
- n) How many of each of the following signs are currently on the property? For descriptions of the
different types of signs, see Section 2 of the Sign By-law, which is available online or by request from
the Planning and Building Department at 613-735-6821 x1304.
- _____ Portable _____ A-Board _____ Fascia _____ Ground
- _____ Banner _____ Standard or Pylon _____ Accessory or Business
- _____ Projecting _____ Read-o-Graph (Digital) _____ Billboard
- _____ Other: _____

II. PROPERTY OWNER INFORMATION

- a) Property Owner First and Last Name: _____
- b) Company or Corporation: As above / _____
- c) Owner Address: _____ Postal Code: _____
- d) Owner Phone (optional): _____ e) Owner Email (optional): _____

III. APPLICANT INFORMATION Same as property owner (if so, complete Phone and Email)

- a) Permit Applicant First and Last Name: _____
- b) Company or Corporation: As above / _____
- c) Address of Applicant Company: As above / _____ Postal Code: _____
- d) Applicant Phone: _____ e) Applicant Email (optional): _____



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IV. CONTRACTOR INFORMATION Same as applicant information No contractor

a) Contractor First and Last Name: _____

b) Company: _____

c) Address of Company: _____ Postal Code: _____

d) Contractor Phone: _____ e) Contractor Email (optional): _____

V. HOLD HARMLESS AGREEMENT

The undersigned hereby agrees to hold and save harmless the Corporation of the City of Pembroke and its officers, agents, and employees from any and all claims of negligence resulting from the erection, alteration, relation or maintenance of a sign or other sign work; and if the sign will be placed on or over City property, the undersigned hereby agrees to hold and save harmless the Corporation of the City of Pembroke and its officers, agents, and employees from any and all claims or causes of action against the Corporation of the City of Pembroke because of injury or 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 Corporation of the City of Pembroke.

Location of Sign (Civic Address)

Legal Description of Property

Name, Title, and Position of Signatory ***If a Corporation, affix Corporate Seal.**

Address

Signature

Date

VI. INSURANCE CERTIFICATION

You must either complete this section **OR** attach a Certificate of Insurance from your broker confirming insurance coverage for liability limits not less than \$1,000,000.00 and covering all business premises and operations.

The undersigned hereby certifies that insurance coverage is in full force and effect for the applicant with:

Name of Insurance Company

Policy Number

with liability limits not less than \$1,000,000.00 and covering all business premises and operations. Further, that the Corporation of the City of Pembroke will be given fifteen (15) days' notice of cancellation or non-renewal of this policy of insurance and further, that this policy acknowledges the above agreement.

Signed:

Name of Insurance Representative

Signature of Insurance Representative

Address

Phone



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VII. CHECKLIST

Please check the boxes below to indicate that the following information with respect to location, construction, details, materials, specifications, and liability insurance, as required by the Sign By-law (2014-46), are attached.

- Site Plan showing location of sign with respect to street lines, property lines, and buildings.
- Drawings, with dimensions and specifications, showing details of construction, supports, and braces.
- If Section VI (Insurance Certification) above has not been completed, I have included a copy of my insurance certificate or a letter from my broker confirming insurance coverage for liability limits not less than \$1,000,000.00 and covering all business premises and operations.

VIII. DECLARATION

It is understood that in the event of a discrepancy between drawings and figures written thereon, the figures shall govern. I hereby certify that I have knowledge of the particulars contained in the foregoing application and I solemnly declare my knowledge and belief as if made under oath and by virtue of The Canada Evidence Act.

Applicant Signature

Date