



**Planning & Building Department**  
 255 North Christina Street  
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# PERMANENT SIGN PERMIT APPLICATION

**PERMIT FEE:**  
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## CITY OF SARNIA

ALL REQUESTED INFORMATION MUST BE  
PROVIDED TO PROCESS THIS APPLICATION

<b>BUSINESS INFORMATION:</b>		
BUSINESS NAME:-		
ADDRESS:-		
Postal Code	Phone #:	Email:
<b>SIGN INSTALLER INFORMATION:</b>		
COMPANY NAME:-		
ADDRESS:-		
Postal Code	Phone #:	Email:
<b>PROPERTY OWNER INFORMATION:</b> <span style="border: 1px solid red; padding: 2px; font-size: small;">*This section MUST be filled in prior to submission. Applications will not be processed without this information.</span>		
OWNER'S NAME:-		
ADDRESS:-		
Postal Code	Phone #:	Email:

<b>SIGN SPECIFICATIONS:</b>				
<b>SIGN TYPE:</b>				
FASCIA/CANOPY	ROOF	PROJECTING	BILLBOARD	FREESTANDING
<b>NOTES:</b>				
(1) Engineered drawings are required for:				
a) freestanding signs over 7.5 metres high;				
b) roof signs and billboard signs that have any face that is more than 10m <sup>2</sup> (108 ft <sup>2</sup> );				
c) a projecting sign which weighs more than 115 kg (254 lbs.)				
(2) A projecting sign shall not be attached or fastened in any manner to a parapet wall unless designed by an Architect/Engineer				
(3) Attach two (2) copies of site plan and sign design drawing(s), drawn to scale				
<b>SIGN DIMENSIONS:</b>				
WIDTH: _____	HEIGHT: _____	SIGN AREA: _____		
PROJECTION : _____	CLEARANCE: _____			

IN CONSIDERATION OF THE GRANTING OF THIS PERMISSION APPLIED FOR, I HEREBY AGREE TO INDEMNIFY AND KEEP HARMLESS THE CITY OF SARNIA AGAINST ALL CLAIMS, LIABILITIES, JUDGMENTS, COSTS AND EXPENSES OF WHATEVER KIND, WHICH MAY IN ANY WAY ACCRUE AGAINST THE SAID CITY IN CONSEQUENCE OF, AND INCIDENTAL TO, THE GRANTING OF THIS PERMIT, AND I AGREE TO PAY THE COST OF REPAIRING ANY DAMAGE TO MUNICIPAL PROPERTY BY REASON OF THE SIGN INSTALLATION FOR WHICH THIS PERMIT IS APPLIED FOR, AND I AGREE TO CONFORM TO ALL REQUIREMENTS OF THE SIGN BY-LAW IN THE CITY OF SARNIA, AND I FURTHER ACKNOWLEDGE THAT THE CITY ACCEPTS NO RESPONSIBILITY FOR THE ACCURACY OF THE INFORMATION CONTAINED HEREIN.

\_\_\_\_\_  
*SIGNATURE OF OWNER OR AUTHORIZED AGENT* *Date*

\_\_\_\_\_  
*PRINT NAME AND COMPANY REPRESENTED* *Date*

<b>FOR OFFICE USE ONLY</b>	
<b>DATE APPLICATION SUBMITTED:</b>	<b>SIGN PERMIT #:</b>
<b>BUILDING OFFICIAL SIGNATURE</b>	<b>DATE</b>