



SIGN PERMIT APPLICATION FORM

Office of the City Engineer
 Building Department
 944 James Street, P.O. Box 1539
 Woodstock, ON N4S 0A7

FOR OFFICE USE ONLY

Application Number	Application Date	Sign Type	Fee
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PLEASE PRINT CLEARLY

PROPERTY INFORMATION

Street Number	Street Name	Unit/Building Number
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OWNER AND INSTALLER INFORMATION

Property Owner's Name		Sign Installer's Name	
Street Number	Street Name	Street Number	Street Name
City		City	
Province	Postal Code	Telephone Number	Province
			Postal Code
			Telephone Number
Fax Number	Email	Fax Number	Email

SIGN INFORMATION

Sign Type	Sign Face Area Measurement	Sign Height
Date of Installation		Date of Removal

Wording of Sign

PERMIT TO BE

<input type="checkbox"/> Mailed To:	<input type="checkbox"/> Picked Up By:	Name of Contact Person	Telephone Number
<input type="checkbox"/> Property Owner		<input type="checkbox"/> Sign Installer	
<input type="checkbox"/> Other/Applicant			

I, (please print) _____, agree that on behalf of himself/herself (themselves, their administrators and assigns) that during the occupancy of the said premises he/she (or they) will save harmless and indemnify the Corporation of the City of Woodstock from and against all losses, damages, costs, charges and expenses which they be claimed or recovered against the Corporation by any person or persons arising out of the placing and maintaining of such sign so placed in any matter thereto.

Signature of Property Owner Authorized Agent

Date

City of Woodstock Municipal Code

Chapter 754 Signs

Definition of "Sign"

Any sign or advertising device, including its structure, lettering or design; also includes awnings.

Temporary Signs

Intended for limited display and includes any and all signs constructed so as to be readily movable from place to place. Temporary mobile signs shall not be erected for a period exceeding 30 days in any calendar year per business.

Temporary mobile signs shall carry the restriction that no flasher lights of any kind shall be permitted nor shall such a sign be placed on any public property or in such a manner that in the opinion of the Engineer may cause traffic sight problems.

Temporary mobile signs are prohibited on any non-residential zoned property in the area bound by Vansittart Avenue/Broadway Street on the west, Main Street/Hounsfield Street on the south, Huron Street/Wilson Street on the east and Canterbury Street/Buller Street on the North.

Sandwich Board Signs

- Maximum height of 3'-6" and maximum width of 2'-0"
- No illumination or animation
- One sandwich board per property
- Signage permitted during the hours of 9:00am to 9:00pm
- Sign shall not impede pedestrian traffic and be located between 2'-0" and 3'-0" from the curb

Sight Triangle

Zoning By-law #5899-81 prohibits any type of sign on a corner lot within the triangular space formed by the street lines and a line drawn from a point on one street line to the other, each such point being 9 metres from the point of intersection of the street lines.

Inspections Required

- Footings Inspection (prior to footing being poured, if applicable)
- Final Inspection (after structure is erected)

TO BOOK INSPECTIONS PLEASE CALL (519) 539-2382 ext. 3198

Please give 24 hours' notice for all inspections