

Temporary Sign Permit

[Municipal Code Chapter 693, Signs](#) regulates the size, location, permit requirements and fees for temporary signs for public and private property. As per this bylaw, permits are required for the following temporary signs: A-frame, development and mobile.

For more information, visit www.toronto.ca/mlsbylaws and select the Temporary Signs page.

What you need to apply

Apply online at www.toronto.ca/mlslicences or bring this form and required documents to the Licence & Permit Issuing Office:

Licence & Permit Issuing Office, Municipal Licensing & Standards

East York Civic Centre, 850 Coxwell Avenue, 3rd Floor, Toronto, ON M4C 5R1

Hours: Monday to Friday, 8:30 a.m. to 4:00 p.m., except Statutory Holidays

Information Line: 416-392-6700

Email: mlsroadallowance@toronto.ca

Website: www.toronto.ca/mlslicences

Fees can be paid in-person by cash, cheque, credit or debit card. If you are submitting a cheque, it must be addressed to the City of Toronto Treasurer. 2014 fees are listed on page two of this application form and at www.toronto.ca/mlsfees. To apply, you must provide:

- This completed form.
- Photo identification. (Health Cards are not accepted.)
- Payment of the applicable fee.

Notice of Collection Statement

The personal information on this form is collected under the authority of the City of Toronto Act, S.O. 2006, Chapter 11, Schedule A, s. 136 (b) & (c) and City of Toronto Municipal Code 693, Signs. The information is required in order to process, issue and monitor the permits issued by the Municipal Licensing and Standards Division. Questions about this collection can be directed to the Manager, Licensing Services, the Licence & Permit Issuing Office, East York Civic Centre, 850 Coxwell Avenue, 3rd floor, telephone (416) 416-392-3084.

A. Applicant information

I am applying for a(n):

☐ **A-Frame or Portable Sign**

A temporary sign which must be placed in front of the advertising business on private property; if there is not enough space, it can be placed on public property provided that it allows a 2.13 metre space for the pedestrian walkway.

\$111.17 per year



☐ **Mobile Sign**

A temporary sign used for advertising various events, activities and promotions. It must be in black and white only.

No more than three mobile sign permits shall be issued for a single business location in a calendar year.

\$146.29 for 30 days

If a permit for a mobile sign has been issued, another permit will not be issued for at least 30 days. A separate application must be made for each 30-day period.



☐ **New Development**

A temporary sign for a new building development, such as condominiums, townhouses or other new homes.

New developments may have a maximum of 10 signs; however, one application may be submitted with a list of proposed sign locations and the fee for each sign.

In a 10-metre length area, you can place up to five (5) signs.

\$234.06 per sign



View details about each sign online at www.toronto.ca/mlslicences under Temporary Signs, or in Chapter 693, available online at www.toronto.ca/bylaws in the Municipal Code section.

Fees include HST, may change annually and are posted at www.toronto.ca/mlsfees.

Application Form

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Date range requested for sign display:			
First Name		Last Name	
Telephone Number	Mobile Number		Email
Business address of sign location:			
Name of business or organization being advertised on the sign:			
Business licence number: (for businesses required to be licensed under Municipal Code Chapter 545, Licensing)			
Name of property owner/management company for the location			
Street Number	Street Name		Suite/Unit Number
City	Province		Postal Code
Mailing address: <input type="checkbox"/> Check if the mailing address is the same as the business address.			
Street Number	Street Name		Suite/Unit Number
City	Province		Postal Code
Required Attachments:			
<ul style="list-style-type: none">For Mobile Sign applications, you must submit a letter from the property owner or company managing the property, advising that they allow the sign on their property.For Development Signs, a letter must be submitted advising that you have permission to apply for the signs on their behalf.			

Insurance Information

Please attach a copy of the certificate of insurance.		
Insurance Company	Policy No.	Expiry Date (yyyy-mm-dd)

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Sketch

Please provide a sketch of where your sign will go. The sketch must show:

- the dimensions of the sign;
- the location of the sign on the property; and
- the distance of the sign to the nearest street line or curb or street furnishing, such as planters, benches, fire hydrants or bike rings.

If the sign cannot be placed on private property because there is not enough room and must be placed on public property, the sketch must show that the placement of sign leaves a minimum width of 2.1 metres for the pedestrian walkway.

Authorized Signature

By submitting this application for a permit, the applicant shall at all times observe and comply with, and endeavour to ensure strict observance of and compliance with, all statutory requirements, rules, regulations, by-laws, terms and conditions, or other authority which in any manner affect or relate to the permit, including without limitation, the by-laws of the City of Toronto.

Signature

Date (yyyy-mm-dd)