



Department of Community Development – Planning Division

City of Mount Pearl
 3 Centennial Street
 Mount Pearl, NL
 A1N 1G4

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PORTABLE SIGN PERMIT / RENEWAL APPLICATION

CONTACT INFORMATION: (Please Print)

Applicant Name: _____ Mailing Address: _____ _____ Postal Code: _____ Telephone Work: _____ Fax: _____ Cellular: _____ Email: _____	Sign Company or Contractor: _____ Mailing Address: _____ _____ Postal Code: _____ Telephone Work: _____ Fax: _____ Cellular: _____ Email: _____
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Location of Sign: _____

New Application: Renewal:

APPLICATION INFORMATION:

TYPE OF PORTABLE SIGN	# OF SIGNS	SIGN DIMENSIONS (m)			ESTIMATED COST OF SIGN (\$)	CALCULATIONS (OFFICE USE)
		HEIGHT	WIDTH	AREA		
Illuminated <input type="checkbox"/>						
Non-Illuminated <input type="checkbox"/>						

Please attach the following to accompany this application:

- Stamped engineering drawing(s) of the proposed sign(s).
- Drawings showing the location of the proposed sign(s) on the site. Please include distances from property boundaries and other portable signs on site.
- Appropriate fee to accompany the portable sign application.

Portable signs require that a new application be submitted each year.
 Permits for New Applications are valid for 90 days.
 Permits can then be renewed for 90 day intervals but will not be renewed beyond December 31.

DECLARATION: I hereby submit this application and confirm that the information supplied is correct and complete to the best of my knowledge. I agree to comply with all Municipal Regulations, the National Building Code 2015 Edition and ancillary codes, agree to build in accordance with the plans approved by the City of Mount Pearl, and not to commence building without applicable written approval and permits from the City of Mount Pearl.

NOTE: Where the Applicant and the Property Owner are not the same, the signature of the Property Owner is required before the application can be accepted for processing.

Applicant: _____
 Date: _____

Property Owner: _____
 Date: _____

Please note:

- Prior to formally submitting an application form, it is advisable that the applicant set up an appointment to review the application with the Planning Division to ensure that all required information has been supplied and to facilitate application processing.

•••• STAFF USE ONLY ••••

Date Fee(s) Received:
 Received By:
 Receipt #:
 File #: