



Community Development Department – Planning Division

Revised: September 2021

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

Telephone: (709) 748-1017/1022
E-mail: planning@mountpearl.ca
Website: www.mountpearl.ca

SIGN PERMIT APPLICATION

CONTACT INFORMATION (Please Print)

Property Owner:	Sign Company/Contractor:
Mailing Address:	Mailing Address:
Postal Code:	Postal Code:
Phone:	Phone:
Email:	Email:

SIGN PROJECT DETAILS (Please Print)

Civic Address:	Estimated Cost: \$	Electrical Req'd: <input type="checkbox"/> Yes <input type="checkbox"/> No
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• Stamped Engineering Drawings are required for Billboard Signs, Changeable Message Signs, Roof Signs; and Ground/Pylon Signs that are greater than 3 meters in height (see Regulation 8.18).

<input type="checkbox"/> Banner		<input type="checkbox"/> Billboard		<input type="checkbox"/> Canopy	
<input type="checkbox"/> Marquee		<input type="checkbox"/> Roof		<input type="checkbox"/> Wall	
<input type="checkbox"/> Ground/Pylon		<input type="checkbox"/> Portable		<input type="checkbox"/> Other	
Width:	Area:	Height:	Illuminated: <input type="checkbox"/> Yes <input type="checkbox"/> No	Changeable Message: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Election Signs:		<input type="checkbox"/> Municipal	<input type="checkbox"/> Provincial	<input type="checkbox"/> Federal	

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.

Please Note:

- The required Permit Fee (see City's Schedule of Rates and Fees) is to accompany the application form.
- 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.

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: _____

... FOR STAFF USE ...

Date Fee(s) Received: _____

Received By: _____

Receipt #: _____

Assigned To: _____

DA #: _____

FOR APPROVAL (OFFICE USE ONLY)

Occupancy Permit Issued for this Business Associated with Sign <input type="checkbox"/> Yes <input type="checkbox"/> No	Drawings Supplied <input type="checkbox"/> Yes <input type="checkbox"/> No	Referred to Council <input type="checkbox"/> Yes <input type="checkbox"/> No
TOTAL DUE \$	APPROVED	DATE