Community Development Department – Planning Division

City of Mount Pearl	Telephone: (709) 748-1017/1022
3 Centennial Street	E-mail: planning@mountpearl.ca
Mount Pearl, NL A1N 1G4	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: ☐ Yes ☐ No

- 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).

☐ Banner	☐ Billboard	☐ Canopy
☐ Marquee	☐ Roof	☐ Wall
☐ Ground/Pylon	☐ Portable	☐ Other

Width:	Area:	Height:	Illuminated: ☐ Yes ☐ No	Changeable Message: ☐ Yes ☐ No

Election Signs:	☐ Municipal	☐ Provincial	☐ Federal
Portable Signs:	☐ 3 months	☐ 1 year	

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 <u>not</u> the same, the signature of the Property Owner is required <u>before</u> 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 ☐ Yes ☐ No	Drawings Supplied ☐ Yes ☐ No	Referred to Council ☐ Yes ☐ No
TOTAL DUE $	APPROVED	DATE