



Brampton

Building Division

8850 McLaughlin Road, Unit 1, Brampton, ON L6Y 5T1

Permits

Tel. 905-874-2401
Fax 905-874-2499

Inspections

Tel. 905-874-3700
Fax 905-874-3763

Zoning Services

Tel. 905-874-2090
Fax 905-874-2499

Building Permit Requirements

Portable Signs

Building Permit Application

1. Completed sign permit application form.
2. **3 copies** of plans and specifications including:
 - Site plan or copy of an up-to-date property survey showing the location of the proposed sign, indicating setbacks from the property line(s), driveway access and any existing buildings on the site. Site plan must also show the exact location of any existing portable signs. Hand drawn sketches are not acceptable.
 - Where applicable, drawings of and information with respect to the building upon which the sign or advertising device is to be attached including the size and location of all other existing signs.
 - Where required by the Chief Building Official, a certificate of review from a structural engineer.
3. **Portable Sign Permit Fee:**
\$125.00

Sign Permit Issuance

1. Contractors named on the application must obtain a City of Brampton contractor's licence for the current year. For information call (905) 874-2580.
2. The owner shall provide confirmation that a minimum of \$2 million liability insurance is in effect and the City of Brampton is included as an additional name insured.
3. Where a permit is to be issued to a party other than the owner, a form (Notice of Permission to Display a Portable Sign) signed by the owner shall be submitted for the authorization of work to be undertaken on the owner's property.
4. A validation sticker must be placed on the sign in a clearly visible fashion.
5. No person shall erect or display, or cause to be erected or displayed, a [portable sign](#) within a visibility triangle or in a manner which interferes with pedestrian or vehicular traffic.

NOTICE OF PERMISSION TO DISPLAY A PORTABLE SIGN

Where acquisition of the permit is being undertaken by other than the owner, this form shall be completed and returned to the Building Department prior to the issuance of a permit.

Date: _____

To: The Chief Building Official and Director of Building,
City of Brampton, Building Division
8850 McLaughlin Road, Unit 1
Brampton, Ontario
L6Y 5T1
Telephone #: 905-874-2401 Fax #: 905-874-2499

From: Owner of Property _____

Address _____
Street City Postal Code

Contact Name: _____

Title: _____

Phone #: _____

Re: Portable Sign Permit Application:

Location: _____

Suite/Unit: _____

Name of Business: _____

Display Period for Sign: Start date _____ **End date** _____

This will confirm the owner's consent for the tenant/occupant to acquire the necessary permits and to display a portable sign at the above noted location.

Yours truly,

Signature

Print Name _____ Title _____