

**CITY OF BELLEVILLE**  
**DEVELOPMENT SERVICES – BUILDING DIVISION**  
**APPLICATION FOR A PORTABLE SIGN PERMIT**

TELEPHONE: 1-613-967-3204

www.city.belleville.on.ca

FAX: 1-613-967-3262

**I HEREBY MAKE APPLICATION FOR PERMISSION TO:**

<input type="checkbox"/> Erect	<b>A</b>	<u><b>TYPE OF SIGN</b></u>
<input type="checkbox"/> Renew		<input type="checkbox"/> Portable On-Premise
<input type="checkbox"/> Repair		<input type="checkbox"/> Portable Off-Premise
<input type="checkbox"/> Replace		<input type="checkbox"/> Banner
		<input type="checkbox"/> Inflatable

SEE ATTACHED LIST FOR RENEWAL PERMITS

**LOCATION** \_\_\_\_\_, OR  AS PER ATTACHED LIST

**IN ACCORDANCE WITH SECTION 3.3 OF BY-LAW 2006-55 (SEE ATTACHED SITE PLAN DRAWING FOR NEW SIGNS)**

**PORTABLE SIGN DISPLAYED FROM:** \_\_\_\_\_ **TO:** \_\_\_\_\_ **# of Days** \_\_\_\_\_  
**(MAX 90 Days)**

**FEES: \$10.00/week OR \$15.50/month whichever is the lesser**

**(PLEASE PRINT)**

<b>LESSEE/OWNER:</b> _____	<b>CONTRACTOR:</b> _____
<b>ADDRESS:</b> _____	<b>ADDRESS:</b> _____
<b>CITY:</b> _____ <b>PROV:</b> _____	<b>CITY:</b> _____ <b>PROV:</b> _____
<b>TELEPHONE:</b> _____ <b>POSTAL CODE</b> _____	<b>TELEPHONE:</b> _____ <b>POSTAL CODE</b> _____

**IMPORTANT NOTICE TO ALL APPLICANTS FOR TEMPORARY/MOBILE SIGN PERMITS PLEASE READ**

The applicant agrees to hold the City harmless and be solely responsible and pay for any damage to persons or property caused by the erection, maintenance, use or removal of the said sign. The undersigned, by virtue of the completion of this application, agrees to comply with all By-laws and civic regulations, it being expressly understood that the issuing of a permit does not relieve the applicant from complying with all said By-laws and regulations. The applicant further agrees that if a permit is revoked for any cause or irregularity or nonconformance of the said By-laws or Regulations that in consideration of the issuing of the permit all claims are waived there from against the Corporation of the City of Belleville. Any breach of the above mentioned by-law if not remedied within two weeks of written notice of such breach being provided to the permit holder will result in the revocation of this permit. **Under City of Belleville By-Laws, no sign shall be erected within the City prior to obtaining a sign permit.**

**I/WE further agree that such permission shall be subject to the conditions imposed by City By-Law No. 2006-55 as amended respecting same, and to any regulations issued by the Chief Building Official pursuant to said By-Law.**

**OWNER OR AUTHORIZED AGENT**

**DATE**

Personal information on this form is collected under the authority of the Municipal Act 2001, SO 2001, c.25 and will be used to process your application. Questions about the collection of this personal information only should be directed to the Chief Building Official, 169 Front St, Belleville, ON, K8N 2Y8 613-967-3200 ext. 3406

**OFFICE USE ONLY**

**Sign Permit Number** \_\_\_\_\_

**Total Fee Payable \$** \_\_\_\_\_

Account # 1-7-5100375-0203

**ISSUANCE DATE** \_\_\_\_\_

\_\_\_\_\_  
**ISSUING OFFICER**

**EXPIRY DATE** \_\_\_\_\_

**PORTABLE SIGN SETBACKS:**

- a) Portable signs shall be located entirely on a lot and shall not be located on or permitted to encroach onto a street.
- b) The Sign Face of any Portable sign shall be set back:
  - i) **15 feet** (4.57 metres) minimum from a driveway exiting onto a street;
  - ii) **5 feet** (1.52 metres) minimum from any lot line other than a street line;
  - iii) **7 feet** (2.13 metres) minimum from a public sidewalk; and
  - iv) **15 feet** (4.57 metres) minimum from any curb line or edge of the travelled portion of a street.

**Sign Size and Height:**

Except as may otherwise be provided

- i) no Portable sign shall have a sign height exceeding 7 feet (2.13 metres); and
- ii) the maximum sign area of a Portable sign shall be 50 square feet (4.65 square metres).

**Identify the Following in the Area Below:**

- |                     |                                 |
|---------------------|---------------------------------|
| - Lot Boundaries    | - Sidewalk                      |
| - Buildings         | - Curb or Street Edge           |
| - Other Signs       | - Street                        |
| - Property Frontage | - Sign Setbacks (see (b) above) |
| - Driveway(s)       |                                 |



## City of Belleville Sign Permit Renewal Form

Sign Company: \_\_\_\_\_

Date: \_\_\_\_\_

COMPANY ADVERTISED	MUNICIPAL ADDRESS (physical location of sign)	# of DAYS (30, 60 or 90 only)	Permit Cost (\$15.50/ Month)	Permit # (office use only)	Permit Expiry (office use only)
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					

TOTAL COST \$ \_\_\_\_\_

Date of Issuance: \_\_\_\_\_

Permit #'s \_\_\_\_\_ thru \_\_\_\_\_

Issuing Officer: \_\_\_\_\_

**Account # 1-7-5100375-0203**

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