

This application is to be completed by all persons wishing to apply for a Sign Licence. Banner and Inflatable signs can be issued a licence for a period of 30 days. Portable signs can be issued a licence for a period of 30 days. Sidewalk signs located in a Special Sign District can be issued a 1 year licence. Please complete the application ensuring all information is accurate and legible.

**Sign Information**

Business Name on Sign

Number of Licences To Date This Year For The Business

Location of Proposed Sign

Proposed Licence Start Date

**Sign Type (please check one)**

☐ Temporary Sign (30 Day licence = \$110.00)

☐ \* Portable Sign (30 Day licence = \$110.00)

☐ \* Banner Sign (30 Day licence = \$110.00)

☐ \* Inflatable Sign (30 Day licence = \$110.00)

☐ \* Flag Sign (30 Day licence = \$125.00)

☐ \* Sidewalk Sign (1 Year licence = \$110.00)

\* Please be advised that Sidewalk Signs are only permitted in [Special Sign Districts](#).  
Portable, Banner, Inflatable, and Flag Signs are prohibited in Special Districts.

**Sign Company Information (Contact Information)**

First Name  Last Name

Address  Unit No.

City  Province  Postal Code

Telephone No.  Bus. Phone No.  Extension

Cellular No.  Email Address

**Business Information**

Owner's First Name	<input type="text"/>	Owner's Last Name	<input type="text"/>
Business Name	<input type="text"/>		
Address	<input type="text"/>	Unit No.	<input type="text"/>
City	<input type="text"/>	Province	<input type="text"/>
		Postal Code	<input type="text"/>
Telephone No.	<input type="text"/>	Bus. Phone No.	<input type="text"/>
		Extension	<input type="text"/>
Cellular No.	<input type="text"/>	Email Address	<input type="text"/>

**Attachments**

☐ Letter of Property Manager Approval (for multi-tenanted properties only).

**Release of Information (to be completed by all applicant's)**

I hereby authorize the City of Pickering to make any investigation regarding any statement in this application and authorize the release of all records and information to the City of Pickering. Personal information on this form is collected pursuant to the *Municipal Act, 2001* and the *Municipal Freedom of Information and Protection of Privacy Act*. This information is collected to determine suitability for licensing. Any questions related to the collection of this information should be directed to the City Clerk, One The Esplanade, Pickering, ON L1V 6K7, 905.420.4611.

Signature of Applicant \_\_\_\_\_

Application Date \_\_\_\_\_

**Office Use Only - Licence Approval**

<input type="checkbox"/> Fee	RSN	Licence No.	Licence No. for Calendar Year
\$ <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Data Entry Date	<input type="text"/>	Final Approval Date	<input type="text"/>
Initial Approval Signature _____		Final Approval Signature _____	
Licence Start Date	<input type="text"/>	Licence Expiry Date	<input type="text"/>