

Applications accepted from ground floor businesses only.  
 Applications must be submitted in person. Applications must be complete.  
 Incomplete applications will NOT BE accepted.

850 Coxwell Ave, 3<sup>rd</sup> Floor, Toronto, Ontario M5C 5R1, Telephone 416-392-6700  
 Visit our Web Site @ [www.toronto.ca](http://www.toronto.ca)  
 Temporary Sign Provider must have business license under Chapter 545, Toronto Municipal Code

Type of Temporary Sign:			Application Date:		
A-Frame and Portable	Mobile	Ground Mounted	New Development	File No.:	
Business Address of Sign Location:			Business Telephone No.		
City:	Province:	Postal Code:		Dates Requested for Sign Display:	
Applicant Business Address:					
City:	Province:	Postal Code:			
Name of Temporary Sign Owner:			Business Licence No.		
Business Address of Temporary Sign Owner:					
City:	Province:	Postal Code:		Business Telephone No.:	
Name of Individual responsible for Temporary Sign:			Business telephone No.:		
Is this location licensed for a Boulevard Café or Boulevard Marketing?			Yes	No	
Business License number of company displaying sign. <i>(where required)</i>			Yes	No	
<b>Application Requirements</b>			<b>Please circle yes or no.</b>		
Is your business located within a registered B.I.A. area? <i>Signs placed within a Registered Business Improvement Area require a letter of approval from the appropriate B.I.A. If 'No' then clearance not required. Further information can be obtained at 416- 889-4111, or Email: <a href="mailto:info@toronto-bia.com">info@toronto-bia.com</a> , or Website: <a href="http://www.toronto-bia.com">www.toronto-bia.com</a> to find out.</i>			Yes	No	
If your business is a corporation, a copy of the page(s) of the Corporate Document showing name(s) of the signing officer(s) is required. <i>(only where no business license is required)</i>			Yes	No	
A copy of the Business Name Registration is required. <i>(where no business license is required)</i>			Yes	No	
A site plan or survey, and a current photograph of the site, identifying the location of the temporary sign on the premise as per 693-17B (2) E, 693-18A (2) and 693-24A (2).			Yes	No	
Written authorization from the property owner or management company to permit the applicant to have the temporary sign located on the premises.			Yes	No	
Photo or replica (design) of the front and rear face of the sign as per 693-18B (8).			Yes	No	
Insurance Commercial General Liability (CGL) <i>(original form only)</i> completed by your agent. This form must be signed and stamped by the agent <i>(authorized representative / minimum liability \$2,000,000)</i>			Yes	No	
_____ Applicant Signature			_____ Date		
Permit Fees:					
Mobile Sign <i>(valid for 30 days, no more than three mobile signs permits issued for a single location in a calendar year)</i>			\$125.00 + GST		
Portable/A frame sign <i>(renewed annually)</i>			\$200.00 + GST		

The personal information on this form is collected under the authority of the City of Toronto Act, 1997 (No.2), By-law 894-1999, Chapter 693 and 545, Toronto Municipal Code. The information is used for the purpose of evaluating your temporary sign application. Questions about this collection can be directed to Richard Mucha, Manager, Licensing, Municipal Licensing & Standards at 850 Coxwell Ave, 3<sup>rd</sup> Floor, Toronto, Ontario M5C 5R1, Telephone 416-392-6700.



# Portable/A-Frames & Mobile Sign Permit Application Checklist

YES

**YOU MUST BE A GROUND FLOOR OCCUPANT ABUTTING THE PROPOSED SIGN LOCATION TO APPLY. Municipal Code Chapter 693-18b(4):** "Only the business owner or operator of the ground floor storefront may display a portable sign on the sidewalk adjacent to the premises."

**APPLICATION MUST BE REVIEWED UPON SUBMISSION. ANSWER ALL QUESTIONS. INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED.**

YES

NO

- Is your business located within a registered B.I.A. area?** Signs placed within a Registered Business Improvement Area require a letter of approval from the appropriate B.I.A. If 'no' than clearance not required. Further information can be obtained at 416-889-4111, or Email: [info@toronto-bia.com](mailto:info@toronto-bia.com), or Website: [www.toronto-bia.com](http://www.toronto-bia.com) to find out.
- Is this location licensed for a Boulevard Café or Boulevard Marketing?
- If your business is a corporation, a copy of the page(s) of the Corporate Document showing name(s) of the signing officer(s) is required (*only where no business license is required*).
- Business License number of company displaying sign (**where required**).
- A copy of the Business Name Registration is required. (**where no business license is required**)
- A site plan or survey identifying the location of the temporary sign on the premise as per 693-17B(2)E, 693-18A(2) and 693-24A(2).
- Written authorization from the property owner or management company to permit the applicant to have the temporary sign located on the premises.
- Photo or replica (design) of the front and rear face of the sign as per 693-18B(8).
- 2 Photos of the proposed area to be used – one face on including the sidewalk area and one lengthwise across the area where the sign is proposed.
- Name and Address of the **owner** of the temporary sign (*Business License number*).
- Name and Number for the **Individual responsible** for the temporary sign.
- Insurance Commercial General Liability (CGL) (*original form only - see pg 3*) completed by your agent. This form must be signed and stamped by the agent (*authorized representative / minimum liability \$2,000,000*).
- Permit **FEE** for the application and approval of a **mobile sign** is **\$131.25 (including GST)** (*valid for 30 days, no more than three mobile signs permits issued for a single location in a calendar year*)\*
- Permit **FEE** for the application and approval of a **portable / A-frame sign** is **\$210.00 (including GST)** (*renewed annually*)\*

**\*Application will NOT be issued and/ or renewed if there are any OUTSTANDING PROVINCIAL OFFENCES FINE(S).**

**Proof of Payment Required.**

**Application must be submitted in person. Please ensure the checklist is attached with all application documents when submitted.**

**850 Coxwell Ave, 3<sup>rd</sup> Floor  
Toronto, Ontario M5C 5R1**

**Information:  
416-392-6700  
[www.toronto.ca/licensing](http://www.toronto.ca/licensing)**



# CERTIFICATE OF INSURANCE

(To be completed only by the Insurer or its representative)

<b>1. Name of Insured</b>	<b>2. Address of Insured</b>

**3. Operations of Named Insured for which certificate is issued:**

**4. Commercial General Liability**  
(minimum limit to be evidenced- \$2,000,000)

Insuring Company	Policy Number	Policy Limit(s) (per occurrence)	Effective Date dd/mm/yy	Expiry Date dd/mm/yy

**5. Policy Provisions/Amendments/Endorsements**

- A. Commercial General Liability is extended to include Personal Injury Liability, Broad Form Contractual Liability, Owner's/Contractor's Protective Coverage, Contingent Employers Liability, Employer's Liability, Non-Owned Automobile Liability, Products/Completed Operations, and, if applicable to the insured operations as detailed in Item 3, coverage for blasting, pile driving and collapse.
- B. The CITY OF TORONTO, ITS BOARDS, AGENCIES, COMMISSIONS OR SUBSIDIARY OPERATIONS, AS APPLICABLE, are included as Additional Insureds but only with respect to liability arising out of the operations of the Insured for which a contract is issued by the City of Toronto.
- C. The Commercial General Liability Policy(ies) identified above shall protect each insured in the same manner and to the same extent as though a separate policy has been issued to each, but nothing shall operate to increase the Limits of Liability as identified above beyond the amount or amounts for which the Company would be liable if there had been only one Insured.
- D. The Commercial General Liability Policy(ies) identified above shall apply as primary insurance and not excess to any other insurance available to any of the Additional Insureds as set out in Item 5B.
- E. If cancelled or changed to reduce the coverage outlined on this Certificate during the period of coverage as stated herein, thirty (30) days, (fifteen (15) days if cancellation is due to non-payment of premium), prior written notice by registered mail will be given by the Insurer(s) to the CITY OF TORONTO at the address provided for notice and communication in the Contract between the Insured and the City of Toronto.

City of Toronto  
Licensing Unit  
850 Coxwell Ave  
Toronto, Ont 3<sup>rd</sup> Fl  
M4C 5R1

Attention: Road Allowance  
\_\_\_\_\_

**CERTIFICATION**

I certify that the insurance is in effect as stated in this Certificate and that I have authorization to issue this Certificate for and on behalf of the Insurer(s). This Certificate is valid until the expiration date(s) shown in Item 4 (and Item 6 if applicable) unless notice is given in writing in accordance with Item 5E.

<b>Date</b>	<b>Broker's Name, Address and Phone #</b>	<b>Signature &amp; Stamp of Certifying Official</b>

## Temporary Signs Requiring Permit

### A-Frame and Portable

- Permit or business license attachment required
- Width 0.6m, height min 0.5 - max. 1m, and a length not exceeding 0.75m
- Sign permit identifier to be located on sign
- Minimum 6.09 metre frontage
- Only permitted on public property if not able to be located on private
- Located against the front wall
- First party advertising only
- If a license for blvd marketing or café, sign must be located in licensed area
- Prohibited in areas on Yonge and Bloor streets
- One per frontage
- Sign out during business operating hours only
- No illumination, sound, motion, etc.

### Mobile

- Permit required (30 day max.)
- Three permits per year max
- Minimum 30 days between permits
- Permit expiry date must be prominent and visible from 15 metres
- Private property only
- First party advertising only, in front of unit
- No vacant land
- Two sign faces max. 5 Sq. metres each
- Black and White lettering only
- If illuminated, CSA approved
- Not within 23 metres of another mobile sign
- Max. height 2.5 metres, max. width 3.05 metres

### Ground Mounted

- Permit or attachment to business license required
- Permit identifier located on sign
- Not permitted on sidewalk
- In front of business, on public or private, one per frontage
- Max. two sign faces, 1sq. metre ea, max. 1 metre height and width
- Height max. 1.2 metres
- For ground floor occupants only
- Displayed during business hours only
- No illumination, sound, motion, etc.

### New Development

- Permit required annually
- Permit identifier located on sign
- Max 10 signs per development
- Max 5 signs within 10 metre span
- Max 2 groups per intersection
- 100 metre separation between groups
- Development must be approved (re-zoning)
- Not to be placed before Friday 5:00PM to 7:00AM Monday (plus stat holiday)
- Not permitted where on street parking
- No illumination, sound, motion, etc.

## **Temporary Signs Not Requiring Permit**

### **Garage Sale**

- Must be residential zone
- Max. 0.6 metre dimension in any direction
- Max .36 sq. metres in area
- Can be located on un-traveled portion of road allowance
- Sign shall include date and location of sale

### **Real Estate**

- One per street frontage
- Max 1 sq. metres in residential zone
- Max 4 sq. metres in other zones
- No damage to underground services
- Shall not obstruct pedestrians/vehicles physically or visually

### **Open House Directional**

- May be on public
- 0.3 metres from sidewalk & road
- Shall not obstruct pedestrians/vehicles physically or visually
- Max sign area 0.5 sq. metres
- Displayed during hours of open house
- Include address of property and date of open house

### **Community, Charitable, Religious Organizations, Schools**

- Sign permits are not required for events in connection with these types of organizations
- Only one mobile sign is allowed
- Sign must be located on the property where the event will take place
- Sign may be maintained from one week prior to the event and must be removed within 48 hours of the conclusion of the event

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