

## Application form for a permit of signboard

Demand # \_\_\_\_\_ Roll number # \_\_\_\_\_

### **SECTION 1: GENERAL INFORMATION**

Name of the applicant (s) \_\_\_\_\_

Are you the owner?  yes  no

If not, power of attorney?  yes  no

Postal address \_\_\_\_\_

Telephone number (home) ( ) \_\_\_\_\_

Telephone number (work) ( ) \_\_\_\_\_

Fax number ( ) \_\_\_\_\_

### **SECTION 2: IDENTIFICATION OF LOCATION**

Location of project if different from postal address \_\_\_\_\_

Lot(s) number(s) \_\_\_\_\_ Range \_\_\_\_\_ Township \_\_\_\_\_

Roll number \_\_\_\_\_

Is it a piece of land adjacent to a lake, water or swamps?  yes  no

### **SECTION 3: DESCRIPTION OF PROJECT**

fastened  detached

▪ Cost of sign(s) only: \_\_\_\_\_

▪ Starting date of work: \_\_\_\_\_

▪ Termination date of work: \_\_\_\_\_

### **SECTION 4: PERSON(S) RESPONSIBLE FOR WORK**

Name, address and telephone number, number of contractor or other person responsible for the project

No. RBQ : \_\_\_\_\_ No. Enterprise NEQ : \_\_\_\_\_

Company \_\_\_\_\_

Address \_\_\_\_\_

Telephone number \_\_\_\_\_

Fax number \_\_\_\_\_

**The application must be accompanied by the following documents and information:**

Verification list – The following documents must be with the request for application:

- Proof of ownership of piece of land in question if purchased in last year;
- Power of attorney signed by the owner authorising the applicant to make an application in his name;
- The details of construction
- The request for application duly completed;
- Two (2) copies of construction plans TO SCALE and the following plans:
  - General dimensions and the area of the signboard;
  - Its height from the level ground;
  - The four elevations with EXACT ground levels (north, south, east, west);
  - The details of construction;
  - The details of walls showing the materials used;
  - For each room indicate usage;
  
- The identification of all materials used;
- The method of lighting;
- If the signboard is on post or on to walls; two (2) copies of a plan TO SCALE showing:
  - General dimensions and the area of the signboard;
  - The public streets boundaries;
  - The others boundaries of the property where will be the signboard(s);
  - The location of the signboard(s) in relation with other structure;
  
- If the signboard is on a building or on a construction; two (2) copies of a plan TO SCALE showing:
  - The width of the front of the building or the construction showing the exact location of the area of the signboard;

I the undersigned \_\_\_\_\_ hereby declare that the information given above is complete and true.

Signed at \_\_\_\_\_ this \_\_\_\_\_

By: \_\_\_\_\_

*NOTE: The present form was created to accelerate the application for permit procedure and does not, in any case, constitute a complete application or authorization to build. The designated employee hereby reserves the right to request additional document(s) or information(s) giving him a clear and precise understanding of your project.*