

Contact Information

Street Work Permit, please call Dispatch at (705) 474-4340

Legal Services, please call Cathy Thompson at (705) 474-0400 ext. 2508

Planning Services, please call Elizabeth Courville at (705) 474-0400 ext. 2401

In order to streamline the application process, it is imperative that the above steps are followed in order to avoid any unnecessary delays and unforeseen costs to you. Your cooperation is greatly appreciated.

Signage in the Downtown Improvement Area

*Information on Signage
Requirements in the Downtown
Improvement Area*



City of North Bay

200 McIntyre Street East
North Bay, ON P1B 8H8
www.cityofnorthbay.ca

City of North Bay

Tel: 705-474-0400

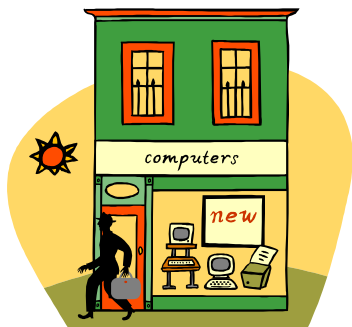
Signage in the DIA

Did you know?

Did you know all signage erected within the DIA requires not only a Sign Permit but an Encroachment Agreement as well? This includes, but is not limited to, light fixtures, fascia signs, replacement of old signs, overhanging signs and building face materials if renovating.

Street or Sidewalk Work Permit

Also, prior to any signage being erected, your proposal should be discussed and cleared through the Public Works Department or Dispatch. A Street or Sidewalk Work Permit may be required (blocking the sidewalk/roads). If one is not required, please provide this in writing. A quick e-mail from the Public Works or Dispatch is acceptable.



What if I don't own the building?

If you do not own the building where the proposed business will be located, the property owner must authorize the application for the sign permit and will also be required to enter into and execute an Encroachment Agreement. A fee plus registration costs is associated with the Agreement.

The City requires a minimum \$5,000,000.00 Liability Coverage naming the City as an additional named insured. Prior to incurring any costs, please contact the property/registered owner. The cost of the Third Party Liability Insurance and the Encroachment Agreement fee may be passed on to you, the tenant.

Applying for a Sign Permit

Once you have cleared your proposal with the landlord, the contractor, Public Works/Dispatch, the DIA, etc, you are now ready to apply for your sign permit through Planning Services.

Once you have submitted the Sign Permit Application along with all relevant information, the Zoning Administrator will provide the necessary information to Legal Services in order to prepare the Encroachment Agreement prior to the issuance of the Sign Permit.

Many times, business owners assume the sign contractor will obtain the necessary permits for the signs. As the owner, you are ultimately

responsible. You are urged to discuss this with the sign contractor and decide who will be responsible in obtaining the proper permits. Ensure this is clearly outlined in your contract with them.

What is the fee for a Sign Permit?

Multiple signs can be included on one application however the fee for a Sign Permit is \$130.00 per sign. You are required to provide specs of the sign(s) including mounting brackets as well as the dimensions of the building. A maximum of 25% of the front of the building's first storey face determines the size of the signage permitted.

