



DORVAL

Certificate of Authorization Signage

1. Building under consideration

Address (civic number, street, office/apt.)		
City	Province	Postal code

2. Information about the owner or representative

Family name (please print)		First name (please print)	
Address (civic number, street, office/apt.)			
City		Province	Postal code
Telephone number	Other telephone number	Ext.	Email

3. Information about the contractor performing the work

Name of company		RBQ licence	
Family name (please print)		First name (please print)	
Address (civic number, street, office/apt.)			
City		Province	Postal code
Telephone number	Other telephone number	Ext.	Email

4. List of required documents ⁽¹⁾

<input type="checkbox"/> Application form titled "Certificate of Authorization – Signage"
<input type="checkbox"/> An evaluation of the costs of the work or the quote for the work, as required
<input type="checkbox"/> A copy of the sign plan, in PDF or paper form showing: <ul style="list-style-type: none">a. Shape, size, surface area, and height of the sign in relation to the nearby ground levelb. Materials used for the sign and its supporting structurec. Wording and other visual components to appear on the signd. Lighting method
<input type="checkbox"/> One (1) scale plan, in PDF or paper form, showing the location on the lot or the building where the sign will be installed
<input type="checkbox"/> Photographs taken within 30 days prior to the application date, showing: <ul style="list-style-type: none">a. Outside appearance of the building where the sign is installedb. All parts of the building wall visible from the outsidec. All signs already on the property at the time of the application
<input type="checkbox"/> Payment of fees and financial guarantees, where applicable
Additional information and documents for the sign on the post or low wall
<input type="checkbox"/> One (1) copy of the plan to scale, in PDF or paper form, showing any boundary of public roadway right-of-way, all property lines of the lot on which the sign is to be erected, and the location of the sign on the lot in relation to any other structure on the lot

Additional information and documents for the sign on the building or other structure

- ☐ One (1) plan to scale, in PDF or paper form, showing the width of the building front and the exact location of the sign

Additional information for temporary banner or sandwich-type sign

- ☐ Description of the planned sign, its location on the property or the building, its size, materials used, and the type of lighting proposed
- ☐ Installation period for the sign

(1) The above "List of required documents" is provided for information purposes only. The City of Dorval reserves the right to require any other document needed to determine if this application is compliant with all applicable by-laws.

5. Submitting your form

Applying for a permit

- 1- **Save** this permit/certificate application form on your computer.
- 2- Complete it and **save it again**.
- 3- Save all other required documents separately (listed on this form).
- 4- Send your application by email to permis@ville.dorval.qc.ca (enter your address in the subject line).

Note that your application will be refused if it is incomplete.

If you do not have a computer, you can submit your application using our self-serve station (located on the ground floor at City Hall, 60 Martin Avenue) or in person or by mail.

After your application is submitted

Once all required information and technical documents have been received, are in compliance, contain no errors, and the fee has been paid, the competent authority will have 30 working days to issue (or, where applicable, refuse to issue) a permit or certificate of authorization.

You may then install the sign in question.

6. Payment of application fee

Accepted methods of payment

- ➔ Cheque to the order of "City of Dorval"
- ➔ Cash payment
- ➔ Credit card (Visa or MasterCard)
- ➔ Debit card

Payment may be made by telephone, in person or by postal mail.

For the application fee, see the form "Fees – Permits and Certificates".

7. Signature

Signature of applicant	Date
------------------------	------

Note: Submitting this form in no way constitutes authorization to install the sign in question.