



APPLICATION FORM AUTHORIZATION CERTIFICATE FOR DISPLAY

Before building, installing, replacing or modifying a display or sign, you must obtain an authorization certificate.

PROCEDURE :

1. Fill out form;
2. Assemble all documents required to support your application;
3. Drop off your application at the inspection and permits' department located at City Hall or send it via email at permis@ville.chateauguay.qc.ca.

IDENTIFICATION OF BUSINESS WANTING TO INSTALL A DISPLAY

* A power of attorney is mandatory if the company does not own the building for which the request is made.

Name :		
Address :		
City, province :		Postal code :
Tel. :	Fax :	Cell. :
Email :		

IDENTIFICATION OF APPLICANT FOR THE AUTHORIZATION CERTIFICATE

Name :		Function / title:
Address :		
City, province :		Postal code :
Tel. :	Fax :	Cell. :
Email :		

IDENTIFICATION OF ENTREPRENEUR

Enterprise :		
Contact :		
Address :		
City, province :		Postal code :
Tel. :	Fax :	
Email :		

NATURE OF PROJECT

Type of display (structure) :	
<input type="checkbox"/> Attached to building, on wall, on awning or canopy <input type="checkbox"/> On pylon, post, base or low wall	
Implantation :	
<input type="checkbox"/> Front yard <input type="checkbox"/> Back yard <input type="checkbox"/> Right side yard <input type="checkbox"/> Left side yard	
Dimensions of the sign : _____ x _____	Height of sign : _____ m
Surface area of local : _____ m ²	Width of local in front : _____ m
Material :	
Inscription (text) :	
Approximate cost of work :	Installation date : _____ year / month / day

BACK

DOCUMENTATION REQUIRED

- Display project layout plan, in color;
(the plan must show its overall dimensions and display area, drawings, illustrations and lettering as well as the exact location of the sign on the building or site).
- If the applicant is an agent, a letter/resolution authorizing the agent to sign the request;
- Request for approval of the site or architectural integration plan (P.I.I.A.);
(complete the form provided for this purpose, if applicable)

Fees related to the request (payable by cheque to the order of: Ville de Châteauguay):
(\$60 for the first square metre of display + \$20 per additional square metre).

IMPORTANT :

In order to obtain an authorization certificate, you must deposit all the documents enumerated above, duly completed. Take note that incomplete or missing documents can further delay the emission of the authorization certificate and that misleading information can cancel out your application or make your certificate invalid.

The inspector will treat your application only when it is complete and that all the required documents have been deposited.

The inspector in charge can, in some cases, demand any and all document to insure the conformity of the project.

PROCESSING DELAYS :

A delay of two weeks is to be expected if the project is not subject to approval under an architectural implementation and integration plan (AIIP) and around three months in the case it is.

DECLARATION

The undersigned declares that the above information is accurate and complete and agrees to deposit all required documents for the treatment of the present application. The undersigned also acknowledges having read the procedure and municipal bylaw in force applicable. Lastly, the undersigned understands that this form does not constitute an authorization.

Signature : _____ Date : _____
year / month / day