

To harmonize signage, the Borough of Saint-Laurent has regulations to guide the installation of signs on commercial and service buildings.

A permit or a certificate of authorization from the Borough is required prior to installing a sign.

Process

To submit a request to install a sign, the form, "Application for a sign certificate", must be filled in and attached to the required documents. These documents must be submitted to the Division des permis et des inspections, located at 777, boulevard Marcel-Laurin.

Costs

Fees are required to process a request.

Types of signs authorized

- Sign attached to the building
- Detached sign

Maximum number

Building occupied by 1 establishment

- 1 sign
- 1 sign per adjacent street if the establishment faces more than one street

Building occupied by 2 or more establishments

If all establishments face the street, one of the following two options must be applied:

- **Option 1**
 - 1 attached sign per establishment
 - 2 signs for suites occupied by 2 or more establishments
 - 1 attached sign per adjacent street (only for establishments facing more than one street)

OR

- **Option 2**
 - 1 detached sign per lot for all establishments in the main building
 - 1 additional detached sign per adjacent street for all establishments (only if the main establishment faces more than one street)

If not all establishments face a street:

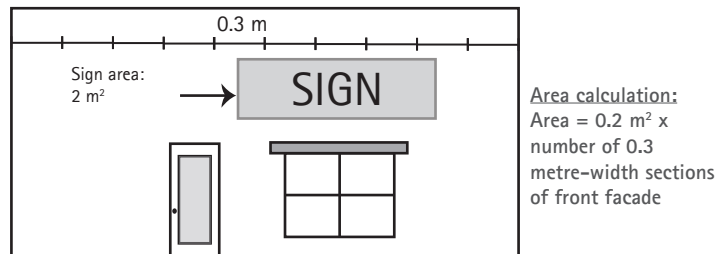
- 1 attached sign per establishment
- 2 attached signs for suites occupied by 2 or more establishments

One supplementary detached sign for all establishments that do not face the street can be installed. This sign must be installed facing the adjacent street.

Maximum area of an attached or detached sign (figure 1)

- 0.2 m² for each 0.3-metre section of the width of the building facade, to a maximum of 20 m²
- In situations in which several establishments share the same commercial suite, the total area of signs attached to the building must respect the dimensions listed above.

Figure 1: Calculating the maximum authorized area of a sign



Height of a detached sign

On a post

- Maximum: 6 m

On a plinth

- 3,5 m maximum, but as much as 6 m if sign location respects the minimum front setback requirement

A sign cannot be higher than the height of the main building on the lot on which it is located.

Office building sign

- 1 detached plinth sign is authorized when the building is only occupied by a professional or financial service, or by commercial offices.
- Buildings which are occupied by a mixture of other authorized uses: signs attached to the building can be installed. They must be located between the ground floor and second floor and must respect that provisions cited in the "Signs attached to a building" section of the "Signage : General provisions" infosheet.

Signage for one or more establishments that do not face the street

In these cases, one sign attached to the wall containing the main entrance to the building or on the vertical surface of an awning or a canopy can be installed, even if the awning or the canopy does not face the street.

 Information: [311 - ville.montreal.qc.ca/saint-laurent/infosheets](http://311-ville.montreal.qc.ca/saint-laurent/infosheets)

Legal framework: Règlement sur le zonage n° RCA08-08-0001
Règlement sur les tarifs n° RCA14-08-1

Notice: Certain specific provisions, not mentioned in this document, may apply. This information sheet has been prepared for the convenience of the reader and has no official status. Text accuracy is not guaranteed. For legal purposes, consult the official French version of the bylaw and all its amendments.

APPLICATION FOR A SIGN CERTIFICATE

All fields must be completed and all required documents must be submitted with the application.
Incomplete applications will not be considered. Please note that the specific zoning clauses must be verified.

REQUIRED DOCUMENTS

- ☐ **2 copies** of the drawings of the sign indicating its dimensions (including font and image sizes), its square footage, materials, and fixing method.
- ☐ **2 photos** showing the location of the attached or free-standing sign, and indicating the width of the façade of the establishment.
- ☐ **2 copies** of the certificate of location to scale showing the location of the free-standing sign.
- ☐ **Signature** of the building owner or manager authorizing the sign.
- ☐ **A cheque for \$148** payable to **Ville de Montréal**.

1. ESTABLISHMENT'S ADDRESS

Address and postal code				<input type="checkbox"/> Change of message on existing sign <input type="checkbox"/> Illuminated <input type="checkbox"/> Not illuminated
Type of sign: <input type="checkbox"/> Flat against the wall <input type="checkbox"/> On an awning <input type="checkbox"/> On a base <input type="checkbox"/> On a post				
<input type="checkbox"/> On a marquee <input type="checkbox"/> In a window <input type="checkbox"/> Flag <input type="checkbox"/> Perpendicular <input type="checkbox"/> Other :				
Number of signs	Width of the facade of the establishment	Installation date	Cost of the sign(s)	

2. APPLICANT

Name		Name of person in charge	
Full address			Postal code
Telephone	Email address		

3. ESTABLISHMENT

Name of the establishment
Number of the certificate of use and occupant attestation issued by the Borough of Saint-Laurent

4. NAME OF THE BUILDING OWNER OR MANAGER

Name of the owner or manager	Name of contact
Full address	Telephone
I authorize the applicant to apply for the sign certificate. <input type="checkbox"/>	Signature of the building owner or manager

5. SIGNATURE OF THE APPLICANT

I certify that the information provided is accurate. I acknowledge that any error or omission could result in the cancellation of this application and the certificate.	
First and last name	
Signature	Date

À L'USAGE DU BUREAU SEULEMENT

Nombre d'enseignes	Superficie de l'enseigne en m ² m ²	Emplacement conforme <input type="checkbox"/> Oui <input type="checkbox"/> Non	Numéro de certificat d'autorisation
Dérogation mineure / PIIA	Paiement reçu <input type="checkbox"/> _____ \$	Approuvé par	Approbation en date du