

In order to ensure that the architectural character of its traditional downtown is respected, the Borough of Saint-Laurent has established measures to guide the installation of signs in the area.

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, on a post (only in the case of a lot without a building)

Maximum number

Attached sign

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

Detached sign

- 1 sign per lot without a building
- 1 sign per adjacent street (only for lots facing more than one street)

Maximum area

Attached sign

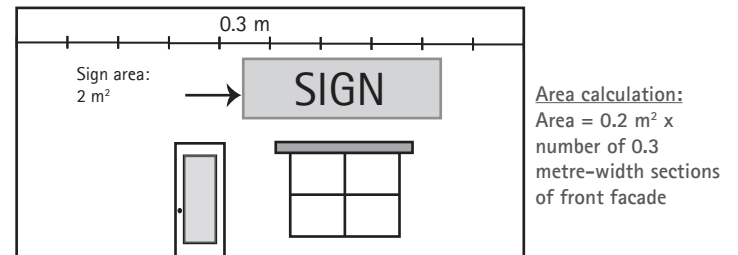
- 0.2m² for each 0.3-metre section of the width of the building facade on which it is placed to a maximum of 10 m² (figure 1)

For establishments sharing the same commercial suite, the maximum area indicated above applies to all signs together.

Detached sign

- 3 m² maximum

Figure 1: Calculating the maximum authorized area of a sign



Installation standards

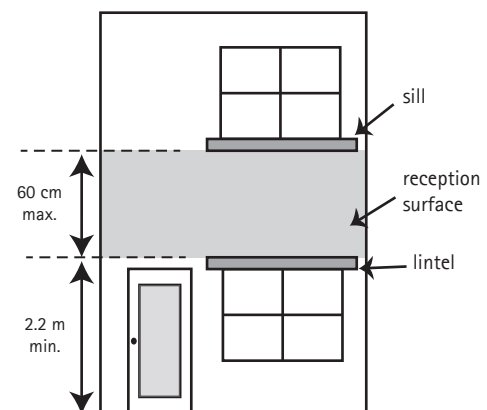
All signs must be installed on a reception surface attached to the wall of the building. Only one surface is authorized per facade and its height must be no more than 60 cm.

The reception surface must be located between the sill of second-floor windows and the lintel of ground-floor openings, without encroaching on them or their extension (figure 2).

If several signs are attached to the same surface (in the case where establishments share one commercial space), their shapes and materials must be uniform.

The superposition of signs on a reception surface is prohibited.

Figure 2: Reception surface

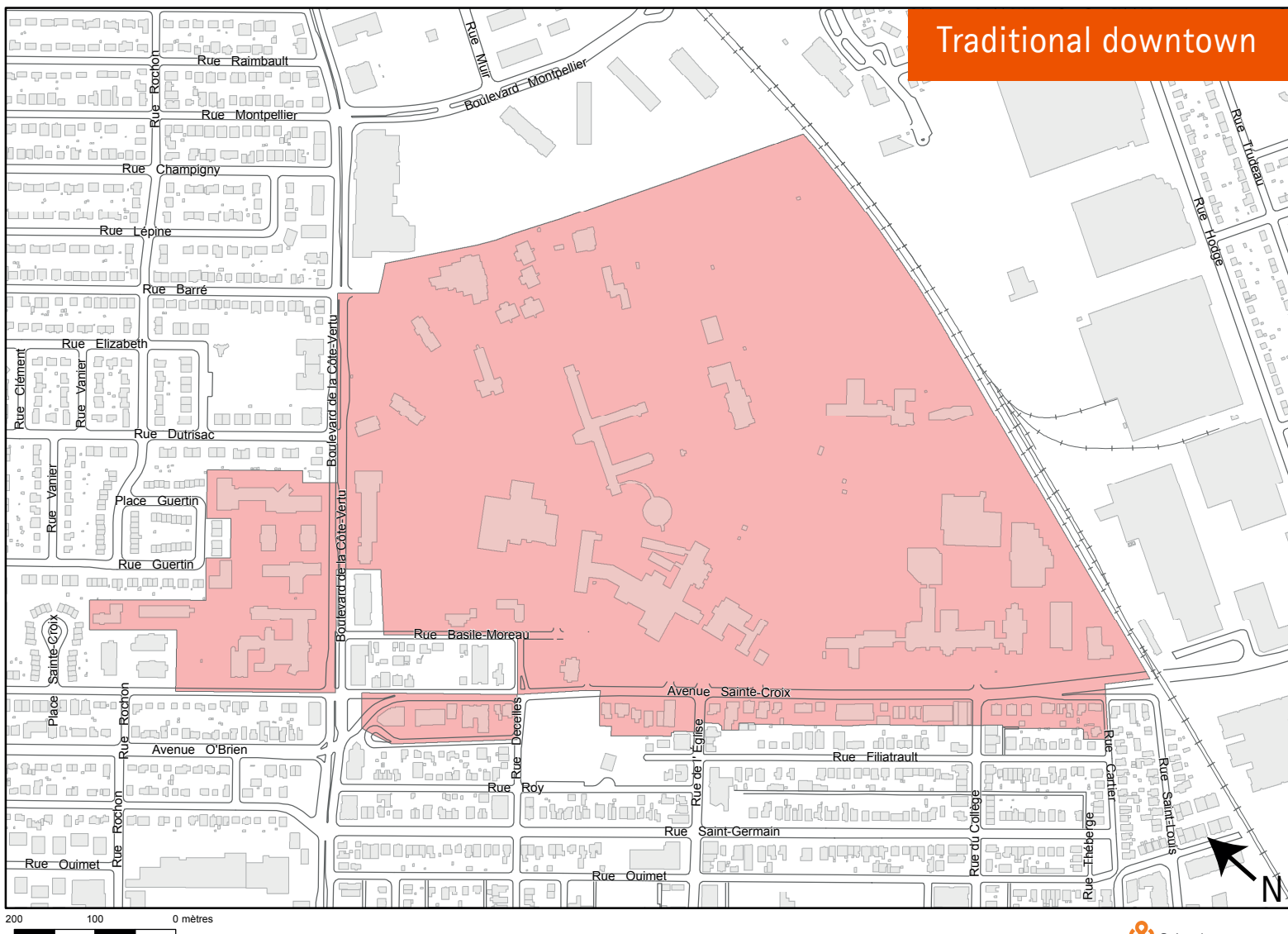


Information: 311 - ville.montreal.qc.ca/saint-laurent/infosheets

Legal framework: Règlement sur le zonage n° RCA08-08-0001
Règlement sur les tarifs n° RCA18-08-1

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. Accuracy of the text is not guaranteed. For legal purposes, consult the official French version of the bylaw and all its amendments.

Traditional downtown



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 \$150** 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