



Hamilton

Strategic Planning  
Public Works Department  
77 James Street North, Suite 400  
Hamilton, Ontario, L8R 2K3  
Phone: 905 546 2424 ext. 2159  
Email: publicationboxes@hamilton.ca

## Publication Box Permit Application

Publication Box Owner: \_\_\_\_\_ Contact Name: \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_  
Postal Code: \_\_\_\_\_ Phone: \_\_\_\_\_  
Mobile Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Application type: New Renewal Combination

### INSTRUCTIONS:

- a) Review all sections of the Publication Box Permitting Policy.
- b) Attach required documents as per the Publication Box Permitting Policy, including:
  - A detailed listing of both new and proposed box locations, along with a map showing box locations within the City of Hamilton.
- c) Fee calculation – if approved, we will invoice you based on the following fee formula:

No. of <b>new</b> Publication Boxes	_____	X	\$45.00	= _____
No. of <b>existing</b> Publication Boxes	_____	X	\$30.00	= _____
			HST (13%)	= _____
			<b>Total</b>	= _____

- d) Payment, a signed Release and Indemnity form, and proof of appropriate insurance coverage are required prior to permit issue.
- e) Water resistant stickers will be issued along with the permit. It is the applicant's responsibility to properly affix water resistant stickers to their respective publication boxes. Boxes found without stickers will be considered non-compliant and may be removed at the company's expense.

I have read the attached Policy and agree to be bound by its Terms.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_