



SIGN PERMIT

Typical Requirements for Building Permit, Sign Permit and/or Variance Application

Every applicant for a Building Permit, Sign Permit and/or Variance shall:

- C Complete an application form provided by the Building section of the Planning and Building Department
- C **File four (4) copies of** plans and drawings, in accordance with the following minimum standards for plans, for review.
 - (1) All plans and drawings accompanying a sign permit application shall contain the following minimum standards and information:
 - S a key plan showing the general location of the land on which the proposed sign is to be located and the nearest major intersection;
 - S a plan of the land drawn to a scale of 1:200 with all measurements in metric;
 - S the municipal address and legal description of the land;
 - S the existing and proposed use of the land;
 - S the zoning category of the land;
 - S the location of all existing buildings and their entrances;
 - S the location and dimensions of the front lot line and all boundaries of the land on which the sign is proposed to be erected;
 - S the location of the proposed sign on the land; and
 - S the consent of the owner of the land to the sign application.
 - (2) All plans and drawings accompanying a ground or billboard sign permit application shall in addition to subsection (1) above contain the following minimum standards and information:
 - S the location of any existing structures, above ground utilities, underground utilities, underground municipal services, parking areas, walkways, driveways, loading areas, vehicular entrances, billboard signs and ground signs on the land;
 - S the identification by location, description, dimension and ownership of any existing or proposed easements or rights of way over the land;
 - S the location of all landscaped areas;
 - S the location of any existing trees measuring greater than a 60 millimetre circumference by caliper;
 - S identification of adjacent land uses, zoning, buildings, structures, billboard signs and ground signs;
 - S the setback of the proposed billboard sign from the property line of adjacent residential lands;
 - S the setback of the proposed billboard sign from other billboard signs within 200 metres of the proposed billboard sign; and
 - S the setback of the proposed sign from the property line.
 - (3) All plans and drawings accompanying a facia sign permit application shall in addition to subsection (1) above contain the following minimum standards and information:
 - S the dimensions of the building on which the sign is to be affixed;
 - S location of all building entrances;
 - S identification of the names of the occupants of each unit in a multi-tenant complex;
 - S the dimensions of the building frontage corresponding to each unit in a multi-tenant complex;
 - S identification of the building materials and glazed areas; and
 - S identification of any existing facia signage on the building.
 - S file in duplicate, complete drawings and specifications drawn to scale covering the construction of the sign and its supporting framework; and
 - S if necessary, provide such other information with respect to the building including architectural and structural drawings, as may be necessary to determine whether the building would be structurally capable of supporting the sign or advertising device under The Building Code.

- C **File four (4) copies of a fully detailed and dimensioned structural drawing(s)** to scale showing:
- S a cross section drawing, fully labelled, showing construction of sign and method of sign anchorage to wall or column
 - S wall construction, fully labelled, to which fascia sign is to be attached
 - S footing dimensions, anchor bolt sizes and spacing
 - S column size(s), wall thickness, base plate sizes and thickness
 - S method of connections (ie welded, bolt)

Variance Process

If the applicant wishes to pursue a variance to the Sign By-law, an application and Variance Review Process Fee will be required. The Building Division will forward the drawings to the Planning Division for review. The Planning Division will contact the applicant if additional information or changes are required.

Other Approvals

Some signs require approvals from other agencies. These include:

- S Region of Peel approval for ground signs fronting Regional Roads
- S Ministry of Transportation Approval for signs visible from or within 1/4 mile of major highways (ie Hwy 401, 403, 410, QEW)
- S Written permission from land owner for ground signs proposed on easements (ie Hydro Mississauga).

Verify that a Certificate of Zoning has been applied for or obtained for the business use which the sign identifies. Submitting proof of a Certificate of Zoning or other approvals mentioned above will expedite the issuance of a sign permit.

SIGN FEES

Permanent Signs Ground Signs Facia Signs Billboard Signs	Minimum application fee of \$100 and \$50.00/sign in excess of 2 signs
Portable Sign on Private Property	\$75.00/sign
Portable Sign on City Road Allowance	Applicable only to Community Groups and Registered Charities: \$75.00/sign Applicable only to the Region of Peel for signs on City Road Allowances: \$25.00 for each of the first 10 signs per calendar year; and \$75.00 for each sign in excess of the first 10 signs per calendar year.
Portable Signs for Festivals	\$25.00 per Ward within which any signs are located per Festival event.
New Development Home Sign	\$75.00/sign per calendar year
Sidewalk Sign	\$75.00/sign per calendar year
Inflatable Signs	\$75.00/sign

Should you have any questions or concerns, please call (905)615-3742.