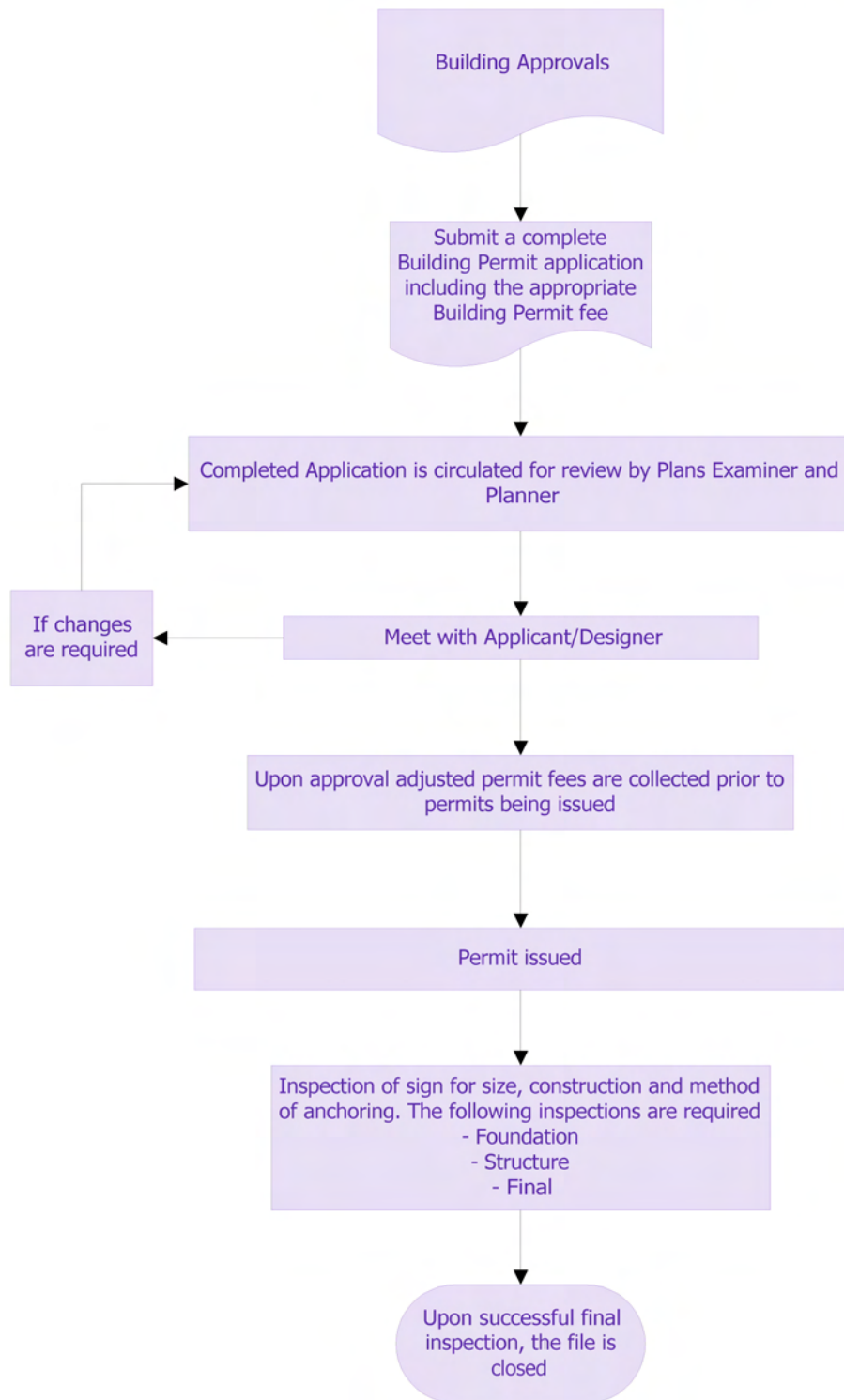


4.5 Sign Permit Process



Sign Permit

Purpose

The Sign Permit process ensures the safe installation of fascia and ground signs.

When to Apply

A Sign Permit is required when installing a new sign or changing the manner in which the sign is anchored in the ground or on a building.

Forms & Fees

For current Building Permit forms visit:

<http://www.townofajax.com/English/Building-Permit-Forms.html>

For current Building Permit fees visit:

<http://www.townofajax.com/English/Permit-Fees.html>

Fees are payable upon application to the Town of Ajax.

Application Requirements

A complete application for a Sign Permit must include the following:

- 1) Completed Building Permit Application form, including:
 - a) Estimated Construction Value,
 - b) Payment of fees
- 2) Four copies of the Site Plan indicating the size and location of the proposed sign(s)
- 3) Four copies of fully dimensioned construction drawings. For ground signs the drawings must show the proposed foundation and for fascia signs the method of anchoring the sign to the building face
- 4) A general review by a Professional Engineer and/or Architect is required for:
 - a) ground signs exceeding 7.5m (24 ft 7in) in height above adjacent finished ground,
 - b) projecting signs which weigh more than 115 kg (254 lbs.) or,
 - c) roof signs with any one face exceeding 10m² (108 ft²)
- 5) Completed Confirmation of Commitment by the owner and Field Review forms, where applicable

This list is a general list and is not intended to be comprehensive

The Process

The following is a timeline of the process:

- Prior to formally submitting building plans, all Applicants are encouraged to meet with the Town's Plans Examiner;
- Upon receipt of a complete application, including drawings and payment of fees, the plans will be circulated for review by the Plans Examiner and Planner;
- Should issues arise, the Plans Examiner will coordinate a meeting with the Applicant.
- Once the plans have been reviewed and stamped with approvals (and changes made where necessary), a Permit is issued and made available for pick-up;
- The Applicant is responsible for contacting the Town to arrange an inspection.