



BUILDING SERVICES
Sign Permit Application
 (Form 2) - Sign Detail

PLEASE COMPLETE A SIGN DETAIL FOR EACH PROPOSED SIGN

PAGE OF

SIGN DETAIL No. <input type="text"/>					
Sign Use	<input type="checkbox"/> Identification		<input type="checkbox"/> Advertising		<input type="checkbox"/> Information
Sign Type	<input type="checkbox"/> Canopy		<input type="checkbox"/> Ground		<input type="checkbox"/> Projecting
	<input type="checkbox"/> Wall		<input type="checkbox"/> Street Ad		<input type="checkbox"/> Billboard
Sign Illumination	<input type="checkbox"/> Illuminated		<input type="checkbox"/> Non-illuminated		
Sign Dimensions	Sign Face Height	Sign Face Length	Sign Face Area	Sign Projection	Ground Sign Height
	m / ft	m / ft	m ² / ft ²	m / ft	m / ft
Sign Text					Sign Weight kg / lbs

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Sign Permit Application

Detailed Submissions Requirements



The following information is required in order to make an application for a Sign Permit:

1.) Application Form

- a completed application form (form 1) and
- a sign detail for each sign (form 2)
- NOTE: multiple signs on the same property may be applied for concurrently under one sign permit application

2.) Fee

- a fee is required for each sign (please see fee schedule)

3.) Elevation Drawing (two copies drawn to scale are required)

- of the proposed ground signs, or
- of the building for building mounted signs, displaying the building façade, the proposed signs, existing signs and architectural features of the building
- Note: rendered photographs are not acceptable substitutes for a scale elevation drawings

4.) Site Plan (two copies drawn to scale are required)

- is necessary for all ground signs
- is necessary for all building mounted signs located in close proximity to property lines
- a location plan is required for all other building mounted signs
- shall display the property lines and the proposed sign locations in relationship to the property lines
- shall display existing development on the site: i.e. buildings, landscaping, parking areas, vehicle entrances/exits, existing signs, traffic signal locations, etc.
- applications for billboard and street ad signs must include all of the above, plus the following:
 - locations of buildings on adjacent properties;
 - locations of existing billboards and street ad signs in the vicinity; and
 - locations of Provincial Highways and NCC Parkways/Driveways

5.) Installation and Construction Details (two copies drawn to scale are required)

- for ground signs - foundation and structural details, or
- for building mounted signs - cross-sectional details, wall construction, size/type of sign fasteners and method of connection to the building support structure

6.) Photos

- photos of the building for building mounted signs or photos of the site for ground signs

NOTE:

- The required plans must be drawn to scale complete with two (2) copies of each drawing
- Rendered photographs are not acceptable substitutes for scale elevation drawings
- A sign structure shall be designed by an Architect or Professional Engineer of the Province of Ontario where:
 - a sign protrudes more than 1 m from a building; or
 - a projecting sign is attached to a parapet wall, or weighs more than 115 kg; or
 - a ground sign structure exceeds 7.5 m above grade
- This information has been compiled for general reference purposes only, for a complete list of the submission requirements refer to Schedule A of Sign By-law 2005-439