

Sign Permit Application

Detailed Submissions Requirements



The following information is required to complete an application for a Sign Permit:

1.) Application Form

- a completed application form (form 1) and
- a sign detail form 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 Building Code Services fee schedule).

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

- dimensions of the proposed ground signs, or
- dimensions of the building for building mounted signs, which includes the building façade, the proposed signs, existing signs and architectural features of the building.
- dimensions from the ground to the underside of the building mounted sign.

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 static and digital billboards must include all of the above, plus the following:
 - locations of buildings on adjacent properties;
 - locations of existing billboard 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
- for wall signs - cross sectional details, wall construction, size/type of anchors and the exact spacing (in both directions if applicable) of the sign anchors. Provide a simple diagram showing the spacing of the anchoring devices (bolts, screws etc).

6.) Photos

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

7.) Lansdowne Park District

- applications for sign permits and/or design approval within the Lansdowne Park District shall also include (in two copies) a cover letter that identifies whether the sign will require a permit and a design and compliance brief discussing how the proposed sign responds to and demonstrates compliance with the applicable policies and guidelines as set out in the Lansdowne Signage and Wayfinding Plan.

Notes:

- 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.