

Sign Permit and Building Permit Plan Requirements:

General

- All plans should be to scale
- Plans to be submitted on 11x17 page size
 - Electronic copies of plans may also be submitted in PDF format on CD
- Does the work require the sign to be designed by an Architect or Professional Engineer?
 - Ground sign that exceeds 7.5m in height above the adjacent ground
 - Projecting or wall sign that weights more than 115kg
 - Roof sign that has any face that is more than 10m²
 - Projecting or wall sign attached to the parapet wall

Plan Requirements

- Site Plan showing property lines and setbacks (sign and building) as well as the proposed sign location,
- Fully dimensioned drawings showing the sign proposal and location on the building or lot, including the type of copy proposed,
- The location and dimensions of any other signs on the building or lot,
- Notes and details about lighting design and illumination levels for the sign,
- Photographs of the site and/or building with the new sign proposal (**optional**),
- *Loading Information (Snow Loads, Wind Loads, Earthquake Loads)**,
- *Information of Combustion of Sign face/Materials*,
- For Wall, Projecting and Overhanging Structure Signs:
 - Depth and height of the building,
 - Clearance from grade to the bottom of the sign,
 - Elevations including storey levels and their heights,
 - Location and dimensions of any other wall signs, projecting signs, or overhanging structures and associated signs,
 - Location of windows and other openings,
 - *Cross section showing the depth of the sign and structural capability of the building or structure to which the sign is attached*,
 - *Sign weight and attachment details*,
- For Ground Signs:
 - Height of sign above surrounding grades,
 - Distance of sign from property lines and street lines,
 - *Foundation design and attachment details*,
 - *Soil Parameters*,
- Third Party Signs
 - Survey showing the distance(s) of the proposed sign to surrounding properties and third party signs

* *Italicized items are where a building permit is required for the sign*