

## GUIDE FOR SIGNAGE

*This guide has been prepared to provide information only and is neither a bylaw nor legal document. Should there be any discrepancy between this guide and the relevant City Bylaws and/or applicable Codes, the text of the Bylaws and Codes shall be the legal authority.*

### Signs Prohibited in All Zones:

*Balcony signs, Signs emitting sound, odor or matter, Vehicle signs, Billboard signs, Portable signs, Roof signs, Flashing signs, and Electronic Messaging Boards*

### Fees:

The Sign Permit fees are based on the value of construction of the signage. A non-refundable processing fee will be collected at the time of application. A damage deposit is required prior to issuance of the Sign Permit.

### SIGN PERMIT APPLICATION SUBMISSION

Applications must include the following:

- Sign permit application form
- Form 1 – Owner’s acknowledgement
- Owner Authorization form (if applicable)
- Schedule B for structural (if applicable – see below).
- Form 2 (if applicable – see below)
- Certificate of Insurance (if applicable – see below)
- Damage Deposit form
- Two sets of color drawings. **Note: graph / lined paper is not acceptable.**
  - Site plan locating all existing and proposed signage
  - Elevation drawing/photograph showing dimension of the unit wall face and placement of signage
  - Copy drawing (colour copies)
  - Cross section
  - Photograph of the building face showing “existing” signage (if applicable)

The following signs will require engineered drawings complete with schedule B, Certificate of Insurance and a Form 2:

- Fascia signs that are (1’-0”) or more in depth.
- Freestanding & pylon signs more than 5’-0” in height.
- Awnings, canopies, and projecting signs.
- Signs where the complexity and extent require Registered Professional involvement.

## Sign Permit Checklist

**Applicants must include the following:**

<b><u>DOCUMENTATION</u></b>	<b>Req'd</b>	<b>Rcvd</b>	<b>NA</b>
• Application Form	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Form 1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Agent Authorization Form	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Schedule B & sealed drawings from Structural Registered Professional (if applicable).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Form 2 & proof of insurance (from Registered Professional – if applicable)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b><u>SITE PLAN</u></b>	<b>Req'd</b>	<b>Rcvd</b>	<b>NA</b>
• Location of signage on site	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Right of ways, easements, covenants	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b><u>ELEVATION DRAWING(S)</u></b>	<b>Req'd</b>	<b>Rcvd</b>	<b>NA</b>
• Photograph or drawing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Dimension of unit wall face or freestanding sign	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Placement of signage	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Clearance (8.20' Minimum)			
• Height of freestanding sign			
<b><u>CROSS SECTION</u></b>	<b>Req'd</b>	<b>Rcvd</b>	<b>NA</b>
• Depth of signage	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Fastening method	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b><u>SIGNAGE</u></b>	<b>Req'd</b>	<b>Rcvd</b>	<b>NA</b>
• Colour drawing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Dimensions shown	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>