MUNICIPALITY OF
North Perth

SIGNS BUILDING PERMIT

For a building permit application for signs in Ontario, specific steps must be followed to meet Ontario Building Code and other regulatory requirements, especially when a sign is attached to a building or is considered a designated structure.

Pre-Application Agency Approvals

Before submitting a permit application, approvals from relevant agencies (outside the Building Division) may be required. This ensures a complete application, so using an applicable law checklist to confirm all necessary approvals can streamline the process.

Required Documents for Sign Permit Application

A checklist for the required documentation for a sign permit includes:

Completed Application and Authorization Forms:

Permit applications and, if applicable, an authorization form signed by the property owner or representative.

Designer Information (Schedule 1):

The Designer Information form (Schedule 1), which identifies the designer's qualifications.

Site Plan:

- Must include the property address or roll number.
- Labeled property lines and surrounding streets.
- Location of proposed sign(s), existing structures, and their distances from legal property lines.

Additional Specifications by Sign Type

Ground Signs

- Structural Details: Foundation, base, and column materials, dimensions, and anchorage details.
- Elevation Details: Display area dimensions and details about the intended message.

Wall Signs

- Elevation Details: Dimensions of the wall and the sign to be installed.
- Installation and Construction Details: Materials, anchorage methods, and sign weight.

Professional Engineer or Architect Requirements

A sign design must be reviewed by a Professional Engineer or Architect if it meets any of these criteria:

- Ground signs taller than 7.5 meters.
- Projecting signs heavier than 115 kilograms.
- Roof signs with a face larger than 10 square meters.
- Projecting signs mounted to a parapet wall.

Compliance with Ontario Building Code

Under Section 3.15.3.1 of the Ontario Building Code, all signs must follow Part 4's structural requirements, typically confirmed by a design stamped by a Professional Engineer.