

Signs on Private Property

Sign Permit Requirements

This checklist and sample drawings have been provided to assist in summarizing the typical requirements to obtain a sign permit in the Town of Collingwood. Additional information may be required as needed depending on the application type and individual circumstances. Signs are regulated under [Town By-law No. 2012-110](#), as amended and in some instances signs are regulated under the Ontario Building Code.

Required Application Forms

- [Town of Collingwood Sign Permit Application Form](#)
- [Owner's Authorization Form \(Required if Applicant is not the Owner\)](#)
- [Building Permit Application Form including Schedule 1 Designer Information](#) (see below)
- [Commitment to General Review Form](#) (see below)

Required Drawings and Information

- Dimensioned elevation drawings of the building on which the sign is to be displayed.
- Include the size, area, height and location of the sign and the height of all lettering.
- Installation details of the sign and sign structure with footing and fastening details.
- Provide the weight of the sign.

Requirements for a Building Permit and a Professional Engineer

In accordance with the Ontario Building Code, a building permit shall be obtained and a professional engineer shall provide design details and overview under the following circumstances:

- A ground sign that exceeds 7.5 metres in height above the adjacent finished ground;
- A projecting sign that weighs more than 115 kilograms;
- A roof sign that has any face that is more than 10 square metres; and
- A projecting sign attached in any manner to a parapet wall.

Required Approvals from other Agencies

In many instances before a building permit application can be processed and a permit issued, there are other approvals from other agencies that are required. These approvals are not administered by Building Services. Please ensure all required approvals are complete using the [Applicable Law Checklist](#).

Sign Permit Fee \$75.00/sign

Submit Your Permit Application!

There are two ways you can submit your permit application:

1. Electronic submission through our [e-Permit service](#) or email to building@collingwood.ca. Please refer to our [Electronic Submission Process Guide](#); or
2. In person at our office located at [55 St. Marie Street, Unit 301 Collingwood](#).

Next Steps Submit the complete permit application and supporting documents to Building Services. Application is reviewed for completeness, compliance with the building code and Applicable Law. Application review comments are provided during application review. Permit issued when review is satisfactory and all fees and paid. Installation of sign(s) may begin, and inspections scheduled. Building Inspector reviews installation of sign and a final report issued.

Need help? If you have any questions, please feel free to contact us at any time and we will assist you through the process!

We also offer a pre-application service where we can meet with you to review any questions you may have and identify any concerns early on in the process. Please call ahead.

Telephone (705)445-1030 extension 3249 or email us at building@collingwood.ca