

## Sign Permit: Permanent Sign on Private Property

### Sign Permit Requirements

This checklist and sample drawings have been provided to assist in summarizing the typical requirements to obtain a permanent sign permit on private property. Additional information may be required as needed depending on the application type and individual circumstances. Submit complete sign permit applications to Building Services located at [55 St. Marie Street, Unit 301, Collingwood](#)

Signs are regulated under [Town By-law No. 2012-110](#), as amended

#### Required Application Forms

- [Building Permit Application including Schedule 1 Designer Information](#)
- [Owner's Authorization Form \(Required if Applicant is not the Owner\)](#)
- [Applicable Law Checklist](#)
- [Commitment to General Review Form for Professional Engineer \(see below\)](#)

#### Required Drawings and Information (sample drawings)

- 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 Professional Engineer

In accordance with the Ontario Building Code, a professional engineer shall be obtained 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.

**Sign Permit Fee** \$75.00/sign

**Approvals from other Agencies are required** in many instances before a building permit application can be processed and a permit is issued. These approvals are not administered by Building Services. Please ensure all required approvals are complete using the Applicable Law Checklist.

**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 final report issued.