



SIGN PERMIT APPLICATION CHECKLIST

Permit Application Submission to Include:

Checklist:

1. **COMPLETE THE FOLLOWING HIGHLIGHTED SECTIONS:**

SIGN APPLICATION

Location of Signage: (Address) _____

Owner / Applicant: (Please Circle) _____

Applicants Address: _____

Telephone: (____) _____

Contractor (Sign Builder / Installer): _____

Telephone: _____

E-mail: _____

Type of Signs: __Development __Billboard __Wall __Ground __Canopy/Soffit __Other

Is the sign located in the **DOMB** area?

Yes or No

If yes, is **DOMB** approval attached?

Yes or No

(If you are applying for a permanent Sign for your Downtown Business, you may be eligible to receive grant money through the City's façade Improvement Program. Please contact the DOMB at 325-3261 for more information.)

Does the sign require **MTO** Approval?

Yes or No

If yes, is **MTO** approval attached?

Yes or No

Sign Value (Installation & Material) \$ _____

*****Site Plan Must Accompany This Application**

*****Site Plan must include sign offsets/distances from existing property line(s), building(s), driveway(s)**

*****Sign Diagram Must Accompany This Application**

*****Diagram to include: Sign message; Sign dimensions (face and message); Wall dimensions if a Wall Sign**

NOTE: Building Permit Must Accompany This Application

Signature of Owner or Authorized Agent

_____, 20____



PLEASE COMPLETE THE BUILDING PERMIT APPLICATION



2. PERMIT TO CONSTRUCT OR DEMOLISH TO BE COMPLETED BY:

- The **Owner** or **Authorized Agent** (see letter of authorization at back of application)

THE FOLLOWING SECTIONS MUST BE COMPLETED:

- a. Sections: **A, B, C, D, H & I**
- b. Designer Schedule 1- Section **K** (Declaration of Designer)

3. ADDITIONAL INFORMATION TO BE INCLUDED WITH THE APPLICATION:

- Site Plan showing wall and or ground sign(s) location(s) relative to Property Lines
- Wall Dimensions where sign is being applied (Height and Width)
- Sign dimensions (Length, width, projection depth and height)
- 2 Complete sets of sign construction drawings showing:
 - Construction materials and assembly
 - Total weight of sign or individual letters (lbs. or kgs.)
 - Cross-Section drawing of Existing Wall Construction
 - Type of wall mounting hardware (size and spacing of fasteners, pins, bolts etc.)
 - Cross section illustrating below grade support (footings) for all ground signs.
 - Height of Ground Sign(s) above grade

Please refer to attached examples on the sign application for additional information

For further Information about Fees and Building Code requirements.

Please visit:

www.orillia.ca