

SIGN APPLICATION CHECKLIST

This list is provided only as a reference for your convenience. Not all documents listed below will be required for every project. Similarly, additional documentation may be required depending on the nature of your project. **It is the applicant’s responsibility to submit all applicable documentation as part of their application package. Incomplete applications will not be reviewed.**

A permit **would not** be required:

1. If there was a previous permit for the sign, and you are for the purposes of an existing sign box replacing the face with a new piece of plastic or letters, where the box is designed for this purpose.
2. Erection of signs listed in Div. B 3.15.1.2(1): Traffic signs, legal notices, railroad crossing warning, window displays, small directional signs, signs painted on a window, door or building and incidental signs.

A permit **would be** required if you are:

1. Refacing or replacing an existing sign by attaching a new sign or sign board that is physically being bolted or attached into the building whether it is going over top of an existing sign or not.
2. Installing a new wall mounted sign, pylon sign, ground sign, billboard sign, or channel letters.
3. Freestanding signs over 1.8 metres above ground level.
4. Projecting building signs weighing over 25 kilograms.
5. Projecting building signs of any weight that are located on a parapet structure.

FREESTANDING SIGN REQUIREMENTS:

Submittal Item	Details	Documents Included with Application
Application to Construct or Demolish (Form)	A copy of the application form can be found on our website. Application to Construct or Demolish Form	
Agent Authorization Form	Required if you are applying on behalf of a property owner. A copy of the form can be found on our website. Agent Authorization Form	

Submittal Item	Details	Documents Included with Application
Applicable Law Declaration Form	Including all approvals (i.e. NEC, Conservation, MTO, etc.) where applicable. A copy of the form can be found on our website. Applicable Law Declaration Form	
Site Plan	Drawn to scale including north arrow, address, distances from property lines, lot lines, proposed sign location, location of easements, existing buildings/structures, and location of septic system (if applicable)	
Structural Details	Drawn to scale. Engineered sign drawings which indicate: Dimensions of the sign face area, Height above grade, Footing/Foundation details, Design data to include wind and snow load in accordance with SB-1, Current Engineer's seal Note: must be designed under part 4 (Div. B 3.15.3.1)	
Commitment to General Review Required if the ground sign exceeds 7.5m in height above the adjacent finished ground (Div. C 1.2.2.1)	Architectural, structural, mechanical, electrical, fire protection, plumbing – where applicable.	

BUILDING SIGN (WALL/FASCIA) REQUIREMENTS:

Submittal Item	Details	Documents Included with Application
Application to Construct or Demolish (Form)	A copy of the application form can be found on our website. Application to Construct or Demolish Form	
Agent Authorization Form	Required if you are applying on behalf of a property owner. A copy of the form can be found on our website. Agent Authorization Form	

Submittal Item	Details	Documents Included with Application
Applicable Law Declaration Form	Including all approvals (i.e. NEC, Conservation, MTO, etc.) where applicable. A copy of the form can be found on our website. Applicable Law Declaration Form	
Site Plan	Drawn to scale including north arrow, address, and location of proposed signage on the building	
Structural Details	Drawn to scale. Engineered sign drawings which indicate: The projection of the sign from the building (cross section), Weight, Dimensions, Design data to include wind and snow load in accordance with SB-1, Connection detail, Material (Combustible/Non-Combustible), Elevation drawings, including the location of the roof line to identify if there is a parapet, Current Engineer's seal Note: must be designed under part 4 (Div. B 3.15.3.1)	
Commitment to General Review Required if the ground sign exceeds 7.5m in height above the adjacent finished ground (Div. C 1.2.2.1)	Architectural, structural, mechanical, electrical, fire protection, plumbing – where applicable.	

Depending on the location of the sign, approval from Public Works will be required.

If the sign will be on a County Road, contact the Dufferin County Public Works Department at 519-941-2816 ext. 2600 or e-mail publicworks@dufferincounty.ca

If the sign will be on a Municipal Road, you will need to contact your Town/Township Public Works Department.