

Permit application

The following information is required at submission. Incomplete applications may not be accepted or may result in processing delays.

1. **Application for a Permit to Construct** form
2. **Sign Permit Details** form
3. The following with size specifications in **metric ratios (1:100, 1:200, 1:250, 1:300, 1:400, 1:500 only)**:

Freestanding signs:

- Two copies of a survey or site plan showing lot lines, existing building locations, location of easements, sightline triangles, setbacks for sign location, the distance from other freestanding signs on the property, and the distance from any other freestanding signs on adjacent properties.
- Two copies of sign drawings which include the dimensions of the sign, sign face area, height above grade, height above the adjacent roadway, area of changeable copy (if any), and the type of lighting.
- Permits for freestanding signs over 1.8m above ground level are required to be designed and reviewed by a professional engineer and the submission of a Commitment to General Review form is required.

Building signs:

- Two copies of a site plan or copy of an up-to-date property survey indicating the location of the proposed signage on the building.
 - Two copies of an elevation detail of the building face (of the tenanted space) or unit on which the proposed sign is to be located indicating the dimensions of both the building or unit, existing signage (identify if it is to remain or is being replaced), the proposed sign and location of the roof line to identify if there is a parapet.
 - Two copies of sign drawings which clearly indicate the projection of the sign from the building, height above the ground surface, type of lighting, and weight of the sign.
 - Permits for projecting building signs (including addresses) weighing over 25kg are required to be designed and reviewed by a professional engineer and the submission of a Commitment to General Review form is required.
 - Permits for projecting building signs of any weight (including addresses) that are located on a parapet structure are required to be designed and reviewed by a professional engineer and the submission of a Commitment to General Review form is required.
4. Where a permit is to be issued to a party other than the owner of the property, a letter of permission signed by the owner of the property is required.
 5. The required fee(s):

Freestanding signs (fee per sign)		
Sign face area ^A	Fee	Acceptable method of payment
Less than/equal to 10m ²	\$210 ^B	Cheque, debit card or cash ^C
Greater than 10m ²	\$420 ^B	

^A Sign face area means the area of a sign on which copy, text or the like can be placed. This includes any backer, frame and painted area relating to the sign.

^B There is an additional administrative fee of 50 per cent of the permit fee where a sign is erected prior to a permit being issued.

^C Please do not mail cash.

Any sign that backs onto Highway 6 (Hanlon Expressway) or backs onto any hydro-electric power corridor immediately adjacent to the Hanlon Expressway requires approval from the Ministry of Transportation. A copy of the approval permit is required. It is the applicant's responsibility to check with all other agencies to ensure all required approvals and permissions have been given.

For more information

Building Services

519-837-5615

building@guelph.ca

Application for a Permit to Construct or Demolish

This form is authorized under subsection 8(1.1) of the *Building Code Act, 1992*

For use by Principal Authority			
Application number:		Permit number (if different):	
Date received:		Roll number:	
Application submitted to: City of Guelph <small>(Name of municipality, upper-tier municipality, board of health or conservation authority)</small>			
A. Project information			
Building number, street name		Unit number	Lot/con.
Municipality	Postal code	Plan number/other description	
Project value est. \$		Area of work (m ²)	
B. Purpose of application			
<input type="checkbox"/> New construction	<input type="checkbox"/> Addition to an existing building	<input type="checkbox"/> Alteration/repair	<input type="checkbox"/> Demolition <input type="checkbox"/> Conditional Permit
Proposed use of building		Current use of building	
Description of proposed work			
C. Applicant			
Applicant is: <input type="checkbox"/> Owner or <input type="checkbox"/> Authorized agent of owner			
Last name		First name	Corporation or partnership
Street address		Unit number	Lot/con.
Municipality	Postal code	Province	E-mail
Telephone number	Fax		Cell number
D. Owner (if different from applicant)			
Last name		First name	Corporation or partnership
Street address		Unit number	Lot/con.
Municipality	Postal code	Province	E-mail
Telephone number	Fax		Cell number

E. Builder (optional)				
Last name		First name	Corporation or partnership (if applicable)	
Street address			Unit number	Lot/con.
Municipality	Postal code	Province	E-mail	
Telephone number	Fax		Cell number	
F. Tarion Warranty Corporation (Ontario New Home Warranty Program)				
i. Is proposed construction for a new home as defined in the <i>Ontario New Home Warranties Plan Act</i> ? If no, go to section G.			<input type="checkbox"/> Yes	<input type="checkbox"/> No
ii. Is registration required under the <i>Ontario New Home Warranties Plan Act</i> ?			<input type="checkbox"/> Yes	<input type="checkbox"/> No
iii. If yes to (ii) provide registration number(s): _____				
G. Required Schedules				
i) Attach Schedule 1 for each individual who reviews and takes responsibility for design activities.				
ii) Attach Schedule 2 where application is to construct on-site, install or repair a sewage system.				
H. Completeness and compliance with applicable law				
i) This application meets all the requirements of clauses 1.3.1.3 (5) (a) to (d) of Division C of the Building Code (the application is made in the correct form and by the owner or authorized agent, all applicable fields have been completed on the application and required schedules, and all required schedules are submitted). Payment has been made of all fees that are required, under the applicable by-law, resolution or regulation made under clause 7(1)(c) of the <i>Building Code Act, 1992</i> , to be paid when the application is made.			<input type="checkbox"/> Yes	<input type="checkbox"/> No
ii) This application is accompanied by the plans and specifications prescribed by the applicable by-law, resolution or regulation made under clause 7(1)(b) of the <i>Building Code Act, 1992</i> .			<input type="checkbox"/> Yes	<input type="checkbox"/> No
iii) This application is accompanied by the information and documents prescribed by the applicable by-law, resolution or regulation made under clause 7(1)(b) of the <i>Building Code Act, 1992</i> which enable the chief building official to determine whether the proposed building, construction or demolition will contravene any applicable law.			<input type="checkbox"/> Yes	<input type="checkbox"/> No
iv) The proposed building, construction or demolition will not contravene any applicable law.			<input type="checkbox"/> Yes	<input type="checkbox"/> No
I. Declaration of applicant				
<p>I _____ declare that:</p> <p>(print name)</p> <ol style="list-style-type: none"> The information contained in this application, attached schedules, attached plans and specifications, and other attached documentation is true to the best of my knowledge. If the owner is a corporation or partnership, I have the authority to bind the corporation or partnership. <p>_____</p> <p>Date Signature of applicant</p>				

Personal information contained in this form and schedules is collected under the authority of subsection 8(1.1) of the *Building Code Act, 1992*, and will be used in the administration and enforcement of the *Building Code Act, 1992*. Questions about the collection of personal information may be addressed to: a) the Chief Building Official of the municipality or upper-tier municipality to which this application is being made, or, b) the inspector having the powers and duties of a chief building official in relation to sewage systems or plumbing for an upper-tier municipality, board of health or conservation authority to whom this application is made, or, c) Director, Building and Development Branch, Ministry of Municipal Affairs and Housing 777 Bay St., 2nd Floor. Toronto, M5G 2E5 (416) 585-6666.

Sign permit details | Permanent signs

Name of business being advertised			Permit number (internal use)
Street address		Unit number	Phone number
City	Postal code	Province	Email address
Web address			
Description of business use:			

Sign details (must be in metric units)	Sign 1	Sign 2	Sign 3	Sign 4	Sign 5
Lighting (circle all that apply)	Internal / External / None	Internal / External / None	Internal / External / None	Internal / External / None	Internal / External / None
If the sign is a freestanding sign (ground/pylon):					
Sign face area (m ²) (per face)					
Setback from property line (m)					
Height above grade (m)					
Height above adjacent roadway (m)					
Distance from nearest freestanding sign on the same property (m)					
Distance from other freestanding signs on adjacent property (m)					
If the sign is a building sign (wall/fascia):					
Sign face area (m ²)					
Area of building face/unit face (m ²)					
Height above ground surface (m)					
Projection from the building (m)					
Weight of the sign (kg)					
Will it or is it located on a parapet? (circle one)	Yes / No	Yes / No	Yes / No	Yes / No	Yes / No

I, (please print) _____, the Applicant, on behalf of myself or a corporation or partnership for which I have authority to bind, hereby make the within application for a sign permit in accordance with the information contained in this application and supplied in the plans and specifications filed. The Applicant agrees to comply with all relevant bylaws, codes laws and regulations. The Applicant understands that the review of the sign permit application relates only to the City of Guelph Sign Bylaw, as amended. The Applicant understands that the City of Guelph in no way assumes any liability for the structural integrity and safety of the sign by issuing a sign permit. I certify that the statements herein contained are true, accurate and made with full knowledge of the circumstances connected with the same, and acknowledge that I have read and understood this declaration.

Applicant signature

Date

Notice of collection:

The personal information on this form is collected pursuant to the Municipal Act, 2001 and in accordance with the Municipal Freedom of Information and Protection of Privacy Act. This information is being collected and will be used as part of the sign permit application review and inspection process by the City of Guelph. Questions regarding this collection should be directed to the Program Manager Information, Privacy and Elections at 519-822-1260 x 2349.

For questions relating to the Sign Bylaw and/or the permit process, please contact Building Services at 519-837-5615.

May 2018