



SIGNS

*This kit is provided to help you complete your permit application in order to receive a sign permit.
All sign permits are regulated under the Ontario Building Code and the Sign By-Law.*



You may miss vital information to complete your application and inspections if you fail to read and follow the information contained in this package.

Call 613-257-6216 if you require further assistance.

This package includes

- A.** Application Guidelines
 - B.** Approval Process
 - C.** Installation Process
 - D.** Fee Schedule
 - E.** When a Sign Permit is REQUIRED
 - F.** When a Sign Permit is NOT REQUIRED
 - G.** BIA Requirements (with map)
 - H.** Example Drawings
 - I.** Hold Harmless Agreement Form
 - J.** Insurance Certification Form
 - K.** Letter of Authorization Form
 - L.** Application Checklist
- Forms** - Provincial Application Form (2 pages)

NOTE: The drawings contained in this kit are not to scale and may not contain all of the information necessary for permit review. Use the examples as a guideline only and ensure there is enough information that clearly indicates the proposed construction.



A. Application Guidelines

The next **6 steps** will help you complete your application successfully.

- 1. Provincial Application Form** All sections should be completely filled in by the applicant (if the applicant is not the owner, a letter of authorization will be required). All questions related to the application will be directed to the Applicant or the Designer.
- 2. Other Forms** Hold Harmless Agreement and Insurance Certification are **ONLY** required if the proposed awning, sign or flag extend into a street or sidewalk more than 0.5m beyond the building line.
- 3. Fees** See the fees section (D) of this kit to ensure you have the correct payment ready at the time of application.
- 4. Drawings** Two copies of each of the following drawings are required for a complete application.
 - ✓ **Site Plan:** Provide a plan indicating the location of the sign dimensioned to property lines, street lines and any other boundaries.
 - ✓ **Drawings:** indicating location of the sign on the building relative to doors, windows vehicle access etc.
 - ✓ **Specifications:** describing the methods of erecting the sign, including; materials, lighting, attachment method and hardware.Note: Ensure all the drawings submitted are clear, to scale and fully dimensioned.
- 5. Other Approvals** The following Approvals may be required before a sign permit can be issued:
 - ✓ **Municipal Heritage Committee** - Contact 613-257-6211
 - ✓ **Ontario Ministry of Transportation (MTO)**
 - for applications concerning HWY 7, call Alain Nadeau at 613-742-5322
 - ✓ **Lanark County**
 - for applications concerning McNeely & Townline, call Steve Allan at 613-267-1353(Director of Public Works).
- 6. Application Checklist** Once you have gathered all the information for your permit application, use the checklist in this kit to ensure you have everything you need to make a complete application. This checklist will also be used by building staff at the time of application.

B. Approval Process

Upon receipt of a **complete application**, building staff will review the proposed work and within 10 business days advise that:

- a) the application is approved and that the permit is available to pick up at reception upon payment of the sign permit fee; **or**
- b) the application proposes work which does not comply. Detailed reasons will be provided.

Applicants cannot begin work until after the sign permit has been issued. Staff advise that materials should not be ordered until the permit is approved.



C. Installation Process

- 1. Site Copy Drawings** Once a permit is issued, you will receive a sign permit and your 'site copy' drawings & documents. All site copies must be on site at time of construction to ensure each sign is installed as approved by the Town.
- 2. Refundable Deposit** (for signs that have a refundable portion ~ see section D). The refundable portion will only be returned the following calendar year if there have been no violations during that year.
- 3. Responsibilities**
 - The owner or contractor is responsible for installing signs as per approved drawings. If during construction, changes or modifications are made to the designs already submitted additional permit fees may apply.
 - The owner or contractor must comply with all requirements of the Town's Sign By-law.

D. Fees

The following table is based on the current Sign Bylaw's approved fee section. The amounts in **bold** are required at the time a permit is applied for.

Sign Type	Fee	Refundable Amount (if applicable)
A Frame, Sandwich Board, Merchandise Display or Portable Sign	\$50.00	N/A
Ground, Fascia, Pylon or Standard Sign	\$75.00	N/A
Mobile Sign	\$100.00	\$50.00 refunded if no violations of the by-law occur within the calendar year
Project Announcement Sign	\$100.00	\$50.00 refunded if no violations of the by-law occur within the calendar year.
Billboard Sign	\$100.00	N/A
Projecting Overhead, Swing, Wall Sign Flags or Awnings	\$50.00	N/A
Murals	\$75.00	N/A
Illuminated and Luminous Signs	\$75.00	N/A
Temporary Sign	\$0.00	N/A



E. When a Sign Permit is Required

SIGN TYPES	RESTRICTIONS
Billboard signs	See By-law 65-2008 Section 7.2
Fascia signs	See By-law 65-2008 Section 7.3
Ground signs	See By-law 65-2008 Section 7.4
Home based business sign	See By-law 65-2008 Section 7.5
Mobile signs, illuminated or non-illuminated	See By-law 65-2008 Section 7.6
Murals	See By-law 65-2008 Section 7.7
Portable signs, sandwich board signs and merchandise displays	See By-law 65-2008 Section 7.8
Posters	See By-law 65-2008 Section 7.9
Projecting Overhead Signs & Flags	See By-law 65-2008 Section 7.10
Pylon, standard and shopping centre signs	See By-law 65-2008 Section 7.11
Real Estate Signs larger than 1.0m ²	See By-law 65-2008 Section 7.12
Temporary Project Announcement Signs	See By-law 65-2008 Section 7.13
Temporary Signs	See By-law 65-2008 Section 7.14
Wall Signs	See By-law 65-2008 Section 7.15

F. When a Sign Permit is Not Required

SIGN TYPES	RESTRICTIONS
Any poster, banner or sign of a candidate in a municipal, provincial or federal election	Must comply with general regulations. Banner cannot cross or be on public property.
Signs of any public authority	
Signs prescribed by law	
Signs for public convenience and direction (such as delivery, caution, entrance, construction, detour signs and the like as approved by the Chief Building Official;	
Project Announcement Signs	Upon approval by the Chief Building Official
Municipal exhibition or municipal event signs	
Real Estate Signs	1.0m ² or less that are in accordance with the provisions of by-law 42-2003
Temporary parking control signs erected by the local Police Force or Works Department of the Town of Carleton Place.	
Banner, Flags, Awnings	On private property only.
Temporary Sign	Approval required after 7 days.

The building department does their best to provide as much information to the applicant as possible, however, not all requirements that may affect your application or design can be identified. It is best to consult with your qualified designer for more information.



G. BIA Requirements

Signs within the BIA area (see map) shall conform to the following guidelines:

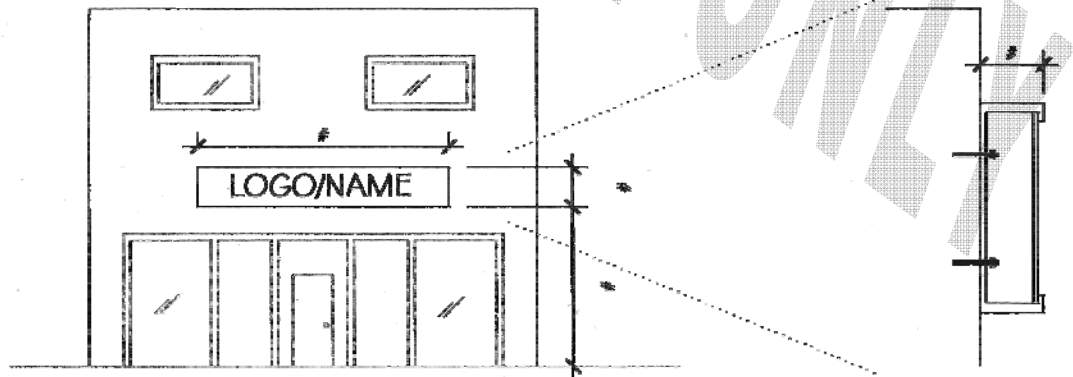
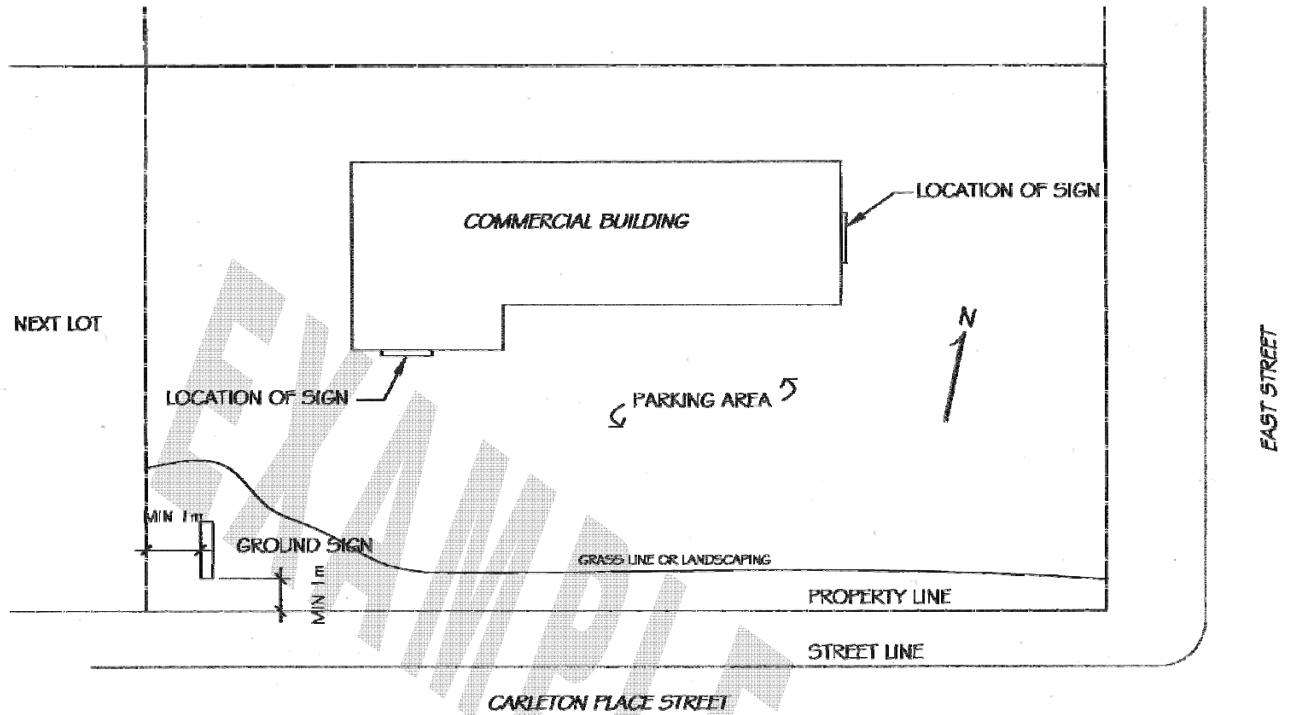
- a) The sign shall be constructed of wood, metal or similar material acceptable to the Chief Building Official;
- b) The applicant shall execute a "Hold Harmless Agreement" with the municipality concerning the proposed sign if the said encroaches onto municipal property;
- c) The Chief Building Official may reject a proposal on technical grounds;
- d) The proposal shall be appropriate to the style of the building to which it is attached.
- e) The proposal shall be appropriate to the business image. However, this shall not be misconstrued as a reason for a shoddy and unworkmanlike sign.
- f) The proposal shall be appropriate to the heritage and historical character of the Town.
- g) No backlit or "through illuminated" (Luminous Signs) signs be permitted except in accordance with Section 8.1.2.



The building department does their best to provide as much information to the applicant as possible, however, not all requirements that may affect your application or design can be identified. It is best to consult with your qualified designer for more information.



H. Example Drawings



(NOTE: PROVIDE COLOUR WHERE POSSIBLE AND METHOD OF ATTACHMENT WITH TYPE OF HARDWARE)

SECTION OF SIGN

The building department does their best to provide as much information to the applicant as possible, however, not all requirements that may affect your application or design can be identified. It is best to consult with your qualified designer for more information.



I. Hold Harmless Agreement

The undersigned hereby agree to hold and save harmless the Corporation of the Town of Carleton Place, its officer, employees and officials from all claims or cause of action against the Corporation of the Town of Carleton Place, because of injury or damage to property of others arising from the placement of a sign or other property of the undersigned and placed on, into or above property or premises of the Corporation of the Town of Carleton Place.

PLEASE PRINT

Name and Title: _____

Address: _____

Witness: _____

Date: _____

[If a Corporation, affix Corporate Seal]



J. Insurance Certification

PLEASE PRINT

THE UNDERSIGNED hereby certifies that insurance coverage is in full force and effect for the above-named with the _____ under
(Name of Company)
policy number _____ with liability limits not less than
(Policy Number)
\$1,000,000.00 and covering all business premises and operations. Further, that the Corporation of the Town of Carleton Place will be given fifteen (15) days notice of cancellation or non renewal of this policy of insurance and further, that this policy acknowledges the above agreement. A copy of the insurance certification shall be provided by the applicant to the Chief Building Official when submitting an application for a sign permit.

(Date)

(Signature of Representative)

Address: _____



K. Letter of Authorization Form

If the permit application is made by someone **other than the owner of the property**, a letter of authorization must be completed by the property owner (landlord) and submitted with the application. If necessary you may detach this form and add it to complete your permit application.

PLEASE PRINT

I _____ authorize the Applicant, being
(PROPERTY OWNER)

_____ or any person acting on behalf of the
(APPLICANT)

Applicant to apply for and obtain a Building Permit to

(DESCRIBE SCOPE OF WORK)

at the following location _____
(CIVIC ADDRESS OR LEGAL DESCRIPTION)

Date: _____

Signature: _____

Telephone#: _____



L. Application Checklist

Bring this application checklist with you at the time you apply for a permit.

Failure to submit any of the following may delay the application and permit approval process. Expect to spend 5-10 minutes with Building Department Staff to go through the application.

PROJECT ADDRESS:

Received	Not Received	Detail of Documents & Fees Required
		Application Form Completed (by owner or provide letter of authorization by owner)
		Fees (based on fee schedule in the Sign By-Law)
		2 Copies; Site Plan (legal survey – dimension setbacks to signs)
		2 copies; Elevations
		2 copies; Attachment details
		Schedule C 'Hold Harmless Agreement' ²
		Schedule D 'Liability Coverage' ²
		MTO approval ¹
		Lanark Approval ¹
Yes	No	Backlit or Through Illuminated Sign?
Yes	No	Corner Lot?

1. MTO & Lanark Approval required where proposed sign(s) are within 153m of Provincial and County highways.

2. Hold harmless agreement and liability coverage required where proposed awning, sign or flag extend into a street or sidewalk more than 0.5m beyond the building line.

Permit Review: **10 days** if application is complete (ref. Division C Part 1 Article 1.3.1.3.)

Engineer or Architects review is required where; a ground sign exceeds 7.5m in height, a projecting sign that weighs more than 115kg, a projecting sign is attached to a parapet wall or where the strength of the structure cannot be determined by building code tables. (ref. Division C Part 1 Article 1.2.1.1.)

The purpose of this checklist is to provide assistance to permit applications and does not address all the requirements in the Ontario Building Code and other applicable law. The Municipality has the right to refuse an application if incomplete. Please call the Building Department at 613-257-6216 for further information.

For Office Use

NOTES:

APPLICATION IS RECEIVED

The building department does their best to provide as much information to the applicant as possible, however, not all requirements that may affect your application or design can be identified. It is best to consult with your qualified designer for more information.

Application for a Permit to Construct or Demolish

This form is authorized under subsection 8(1.1) of the Building Code Act.

For use by Principal Authority	
Application number:	Permit number (if different):
Date received:	Roll number:

Application submitted to: _____
 (Name of municipality, upper-tier municipality, board of health or conservation authority)

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. 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 ()	
C. 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 ()	
D. 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 ()	
E. 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			
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. Attachments

- i. Attach documents establishing compliance with applicable law as set out in Article 1.4.1.3. of Division A.
- ii. Attach Schedule 1 for each individual who reviews and takes responsibility for design activities.
- iii. Attach Schedule 2 where application is to construct on-site, install or repair a sewage system.
- iv. Attach types and quantities of plans and specifications for the proposed construction or demolition that are prescribed by the by-law, resolution, or regulation of the municipality, upper-tier municipality, board of health or conservation authority to which this application is made.

H. Declaration of applicant

I _____ certify that:
(print name)

- 1. The information contained in this application, attached schedules, attached plans and specifications, and other attached documentation is true to the best of my knowledge.
- 2. If the owner is a corporation or partnership, I have the authority to bind the corporation or partnership.

_____ Date _____ Signature of applicant

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.

Schedule 1: Designer Information

Use one form for each individual who reviews and takes responsibility for design activities with respect to the project.

A. Project Information			
Building number, street name		Unit no.	Lot/con.
Municipality	Postal code	Plan number/ other description	
B. Individual who reviews and takes responsibility for design activities			
Name		Firm	
Street address		Unit no.	Lot/con.
Municipality	Postal code	Province	E-mail
Telephone number ()	Fax number ()		Cell number ()
C. Design activities undertaken by individual identified in Section B. [Building Code Table 3.5.2.1. of Division C]			
<input type="checkbox"/> House	<input type="checkbox"/> HVAC – House	<input type="checkbox"/> Building Structural	
<input type="checkbox"/> Small Buildings	<input type="checkbox"/> Building Services	<input type="checkbox"/> Plumbing – House	
<input type="checkbox"/> Large Buildings	<input type="checkbox"/> Detection, Lighting and Power	<input type="checkbox"/> Plumbing – All Buildings	
<input type="checkbox"/> Complex Buildings	<input type="checkbox"/> Fire Protection	<input type="checkbox"/> On-site Sewage Systems	
Description of designer's work			
D. Declaration of Designer			
I _____ declare that (choose one as appropriate):			
(print name)			
<input type="checkbox"/> I review and take responsibility for the design work on behalf of a firm registered under subsection 3.2.4. of Division C, of the Building Code. I am qualified, and the firm is registered, in the appropriate classes/categories. Individual BCIN: _____ Firm BCIN: _____			
<input type="checkbox"/> I review and take responsibility for the design and am qualified in the appropriate category as an "other designer" under subsection 3.2.5. of Division C, of the Building Code. Individual BCIN: _____ Basis for exemption from registration: _____			
<input type="checkbox"/> The design work is exempt from the registration and qualification requirements of the Building Code. Basis for exemption from registration and qualification: _____			
I certify that:			
1. The information contained in this schedule is true to the best of my knowledge. 2. I have submitted this application with the knowledge and consent of the firm.			
_____		_____	
Date		Signature of Designer	

NOTE:

1. For the purposes of this form, "individual" means the "person" referred to in Clause 3.2.4.7(1) d) of Division C, Article 3.2.5.1. of Division C, and all other persons who are exempt from qualification under Subsections 3.2.4. and 3.2.5. of Division C.
2. Schedule 1 is not required to be completed by a holder of a license, temporary license, or a certificate of authorization, issued by the Ontario Association of Architects. Schedule 1 is also not required to be completed by a holder of a license to practise, a limited license to practise, or a certificate of authorization, issued by the Association of Professional Engineers of Ontario.

Schedule 2: Sewage System Installer Information

A. Project Information			
Building number, street name		Unit number	Lot/con.
Municipality	Postal code	Plan number/ other description	
B. Sewage system installer			
Is the installer of the sewage system engaged in the business of constructing on-site, installing, repairing, servicing, cleaning or emptying sewage systems, in accordance with Building Code Article 3.3.1.1, Division C?			
<input type="checkbox"/> Yes (Continue to Section C)		<input type="checkbox"/> No (Continue to Section E)	<input type="checkbox"/> Installer unknown at time of application (Continue to Section E)
C. Registered installer information (where answer to B is "Yes")			
Name		BCIN	
Street address		Unit number	Lot/con.
Municipality	Postal code	Province	E-mail
Telephone number ()	Fax ()		Cell number ()
D. Qualified supervisor information (where answer to section B is "Yes")			
Name of qualified supervisor(s)		Building Code Identification Number (BCIN)	
E. Declaration of Applicant:			
<p>I _____ declare that:</p> <p style="text-align: center;">(print name)</p> <p><input type="checkbox"/> I am the applicant for the permit to construct the sewage system. If the installer is unknown at time of application, I shall submit a new Schedule 2 prior to construction when the installer is known;</p> <p><u>OR</u></p> <p><input type="checkbox"/> I am the holder of the permit to construct the sewage system, and am submitting a new Schedule 2, now that the installer is known.</p> <p>I certify that:</p> <ol style="list-style-type: none"> 1. The information contained in this schedule is true to the best of my knowledge. 2. If the owner is a corporation or partnership, I have the authority to bind the corporation or partnership. <p style="text-align: center;">_____</p> <p style="display: flex; justify-content: space-between;"> Date Signature of applicant </p>			