



Schedule "B" By-Law 2017-076- Permanent Sign Application

A. Property Address		
Municipal Address _____		
Company Name on Sign _____	Building Unit No. _____	
B. Type of Sign		
WALL SIGN <input type="checkbox"/> NO. OF SIGNS _____ SIZE _____	PYLON SIGN <input type="checkbox"/> NO. OF SIGNS _____ SIZE _____	CANOPY SIGN <input type="checkbox"/> NO. OF SIGNS _____ SIZE _____
GROUND SIGN <input type="checkbox"/> NO. OF SIGNS _____ SIZE _____	BILLBOARD <input type="checkbox"/> NO. OF SIGNS _____ SIZE _____	OTHER <input type="checkbox"/> NO. OF SIGNS _____ SIZE _____
C. Building Contractor Information		
Company Name _____	Phone Number _____	
Street Address, City, Province & Postal Code _____		
D. Declaration by Applicant		
<p>I acknowledge that in the event that a permit is issued, any departure from the plans, specifications or locations proposed in the application is prohibited, and such could result in the permit being revoked. I/We further acknowledge that in the event that the permit is revoked for any cause or irregularity or non-conformity with the by-Laws or regulations, there shall be no right of claim whatsoever against the municipal corporation or any official thereof and any such claim is hereby expressly waived.</p> <p>I the undersigned, am/are the owner or authorized agent named in the above application and I certify the truth of all statements made herein.</p> <p>I understand that the issuance of a Sign Permit shall not be deemed a waiver of the provisions of any By-Laws or other regulations, notwithstanding anything included in or omitted from the plans or other material files in support of this application.</p> <p>Date: _____</p> <p>Owner / Agent Name: _____ Signature: _____</p>		



OFFICE USE ONLY

Approvals Required Prior to Issuance of Permit

- Planning Department Building Department SNC
 Planning Department MTO

Fees & Issuance Information

Permit Fee	Date Issued
Permit No	Date Issued By



SCHEDULE "C" TO BY-LAW NO. 2017-076

TYPE OF SIGN	FEE/UNIT
Base Sign	\$150.00
Ground or Pylon Sign	\$250.00
Wall or Fascia Sign	\$60.00
Static Billboard	\$300.00
Digital Billboard	\$400.00
Canopy or Awning sign	\$100.00
Painted Sign	\$50.00
Incidental Signs	\$35.00
Rigid Banner	\$50.00
Drive-Thru Menu	\$75.00
Message Center	\$150.00
Development Sign	\$200.00
Directional Development Sign	\$125.00
Home occupation/ Home business	\$30.00
Encroachment Fee	\$100.00
Administration Surcharge (sign installed prior to issuance of sign)	\$100% of sign fee
Replacement	30% of standard fee
Minor Variance	\$550.00



BUILDING PERMIT SUBMISSION REQUIREMENTS FOR SIGNS

General Notes:

- The applicant for a permit shall be the owner, the tenant or their authorized agent of the property, building or business on which the sign is to be erected. A written authorization of the owner is required where the applicant is not the owner of the premises where the sign is to be located or erected.
- All sign structures including designated sign structures as defined in the Ontario Building Code, shall be designed in accordance with Part 4, Division B as well as Section 3.15, Division B of the Ontario Building Code.
- A sign structure shall be designed by an Architect or Professional Engineer of the Province of Ontario where:
 - a ground sign exceeds 7.5m in height above the adjacent finished ground
 - a projecting sign is attached or fastened in any manner to a parapet wall or weighs more than 115kg
 - a roof sign has any face that is more than 10 m²
- Permit drawings will be reviewed to ensure that sign structures within the Municipality meet standards set out in the Ontario Building Code, the Zoning By-Law and the Sign By-Law for the Municipality of Casselman and other applicable legislation.



Submission Requirements:

The following information is required as a minimum for a building permit application for sign(s):

- 1) Application Form
 - A completed building permit application form.
 - **Note: Multiple signs on the same property may be applied for concurrently under one building permit application. The number of signs being applied for must be clearly noted.**
- 2) Fees / Deposit
 - Application fee payable at the time of the application shall be in accordance with Schedule "C" & "D"
- 3) Site Plan (two copies drawn to scale)
 - Fully dimensioned to display the location of the sign in relationship to the adjacent building/structure, existing signs, street, and boundary of the property upon which the proposed sign is to be erected.



4) Drawings (two copies drawn to scale}

- Fully dimensioned and shall identify the materials of which the proposed sign is constructed.
- To include the elevation of the proposed ground sign or of the building for building mounted signs, displaying the building facade, the proposed signs, existing signs and architectural features of the building.
- For ground and pylon sign - foundation, anchorage and structural details to be included.
- For building mounted sign - cross-sectional details, wall construction, size/type of sign fasteners and method of connection onto the building support structure to be included.
- To include other relevant information such as the weight, illumination type and colour(s) of the sign.

Required approvals by others:

The applicant is responsible for obtaining approval(s) where applicable, from other agencies prior to the issuance of the permit. This includes, but not limited to the following:

- *Ministry of Transportation - Corridor Management Office*
347 Preston St., Ottawa, Ontario K1S 3J4
(613) 613-745-6841 ph. (613) 748-1770 fax.

Re: signs, structures and advertising located within 400m (¼ mile) of any Provincial Highway (Public Transportation and Highway Improvement Act).