

Part 9 Permits

9.1 Application for Permit

A person who wishes to obtain a permit must submit a complete permit application, including, but not limited to:

- (a) legal description and civic address of the property where the sign is proposed;
- (b) authorization from the owner of the lot where the sign is proposed;
- (c) the valid City or intermunicipal business licence number of the owner or occupant of the premises and any contractor identified in the application;
- (d) detailed scale drawings demonstrating the following, as applicable:
 - (i) dimensions of the sign and supporting structure, including sign area, copy area, height, clearance, and projection;
 - (ii) location of the sign and dimensions of the building face, lot, and any other proposed or existing signs within the lot or on the building face;
 - (iii) proposed copy of the sign;
 - (iv) colour and material specifications of the sign;
 - (v) illumination of the sign; and
 - (vi) structural and footing details;
- (e) value of construction;
- (f) the requisite application fee for the proposed sign, in accordance with the Fees and Charges Bylaw; and
- (g) any further technical information required by the Building Official pursuant to this bylaw or any other applicable bylaw.

9.2 Drawings and Specifications

In addition to the requirements under 9.1 above, the Building Official may require further technical information related to a permit application, to the satisfaction of the Building Official, including but not limited to:

- (a) complete drawings and specifications related to construction of the sign;
- (b) documentation confirming that the building on which the sign is erected is capable of supporting additional structural loads imposed by the erection of the sign;
- (c) reports, opinions, designs, sealed drawings, and letters of assurance related to the proposed sign and prepared by a Registered Professional Engineer or other registered professional, as applicable;
- (d) technical data from the manufacturer of a combustible plastic material or from an acceptable testing agency; and
- (e) results of fire tests of combustible plastic material from an approved testing agency.

9.3 Highway Use Permit

Where a sign is proposed to be located on or over a highway, a highway use permit issued pursuant to the [Street and Traffic Bylaw](#) is required to approve the sign.

9.4 Provincial Electrical Permit

Where a sign is connected to an electrical energy source, the sign must have a Provincial Electrical Permit, which must be produced upon request.

9.5 Refusal of Permit

The Building Official may refuse to process an application or issue a permit if:

- (a) plans or supporting documents:
 - (i) are incomplete;
 - (ii) do not comply with the provisions of this bylaw; or
 - (iii) contain false or incorrect information;
- (b) the proposed sign is not permitted by this bylaw or by another enactment;
- (c) in the opinion of the Building Official, the building on which the sign is to be located is not structurally capable of supporting the proposed sign, or the information submitted regarding the building is not sufficient to enable the Building Official to determine the structural capacity of the building; or
- (d) in the opinion of the Director, Transportation, or their designate, the sign may interfere with or otherwise obstruct a traffic control device, as defined in the [Motor Vehicle Act](#), or in any way interfere with the visibility from one highway to another.

9.6 Expiry of Permit

A permit is expired if, in the opinion of the Building Official, an owner has failed to commence the work authorized by the permit within 6 months of the date of issuance.

9.7 Cancellation of Permit

An applicant may request to cancel their permit before its expiry, provided that in the opinion of the Building Official, no work authorized by the permit has commenced.

9.8 Required Inspections

Where a permit is required, all signs constructed, erected, installed, or altered pursuant to this bylaw are subject to a final inspection, and all freestanding signs are subject to a footing and form inspection.

9.9 Notice for Inspections

A person requesting a sign inspection pursuant to this bylaw must provide at least 24 hours advance notice.

9.10 Stop Work Order

A person must not do any work, or continue to do any work, contrary to a notice from the Building Official directing the cessation or correction of work performed upon the sign.

9.11 Tampering with a Stop Work Order

A person must not alter, deface, cover, reverse, remove, or in any way tamper with any notice pasted upon or attached to any premises by the Building Official pursuant to this bylaw, except with the express permission of the Building Official.