



# The Municipality of West Elgin

22413 Hoskins Line, Box 490, Rodney Ontario N0L 2C0

## Sign Permit Application Submission Guide

The Ontario Building Code requires that a building permit be issued for signs that are attached to a building or are designated structures. All application forms, drawings, and related documents may be submitted to the Municipality of West Elgin office at 22413 Hoskins Line, Rodney, ON N0L 2C0 or emailed to [building@westelgin.net](mailto:building@westelgin.net)

### Ground Signs

- Sign Permit Application
- Survey/Site Plan to scale, with all measurements in metric indicating location of proposed signs, including setbacks from all property lines and any existing buildings on the site, total frontage of property, all boundary lines, location of existing signage, all entrances and exits from buildings
- Structural details including foundation, base and/or column detail, indicating materials, dimensions and anchorage details for the sign
- Elevation detail showing area of the sign face and the message to be displayed.
- Owner's Authorization Form (Required if Applicant is not the Owner)

### Wall Signs

- Sign Permit Application
- Survey/Site Plan to scale, with all measurements in metric indicating location of proposed signs on the building
- Construction Drawings - materials and method of attachment to the building including the weight of the sign
- Elevation detail of the wall face of the building or unit on which the proposed sign is to be located indicating the dimensions of both the building or unit and the proposed sign.

### Fees and Charges

Sign Permit Fee - \$200.00

### Other Approvals

Approvals from other Agencies may be required before a sign permit application can be processed and before a permit is issued for construction. These approvals are not administered by the Chief Building Official. Please ensure all other required approvals are complete such as Conservation Area permits, Planning Approvals, MTO Sign off for signs located within 400 m of 401 etc.

## **Next Steps**

Submit complete application including supporting documentation to the Municipality of West Elgin. Application is reviewed for completeness and compliance with the Ontario Building Code and Applicable Law. Application review comments are provided during review to identify any outstanding requirements and to summarize permit fees. Permit will be issued when review is complete and all fees are paid. Construction begins and inspections may be scheduled. Building Inspector checks major phases of construction until Final inspection.

**Incomplete permit applications will delay permit processing time. Construction shall not start until permit has been issued.**