



SIGN PERMIT

Typical Requirements for Building Permits, Sign Permits and/or Variance Applications

- (1) Sign permits are required pursuant to Sign By-law 0054-2002, as amended. In addition, various sign types may also require a separate building permit.
- (2) All signs shall comply with applicable City By-laws and all other applicable law. All signs shall be erected and designed in accordance with the requirements of the Ontario Building Code Act, as amended and the Ontario Building Code.
- (3) Every applicant for a sign permit and/or building permit shall complete a sign permit and/or building permit application provided by the Building Division of the Planning and Building Department; submit a letter of authorization from the owner of the premises on which the sign is to be erected or displayed; submit all necessary plans and drawings; and pay all applicable fees as set out in the Fees and Charges By-law.
- (4) Verification that a Zoning Certificate of Occupancy has been issued for the business use which the sign identifies. Submitting proof of a Zoning Certificate of Occupancy or other required approvals will expedite the issuance of a sign permit.
- (5) **Sign Permit Information**
 - **File four (4) copies of** plans and drawings, in accordance with the following minimum standards for review.

All plans and drawings accompanying a sign permit application for a permanent sign shall contain the following information:

- a key plan showing the general location of the land on which the proposed sign is to be located and the nearest major intersection;
- a plan of the premises drawn to scale showing all measurements in metric;
- the municipal address and legal description of the premises;
- the existing and proposed use of the premises;
- the zoning category of the premises;
- the location of all existing buildings and their entrances;
- the location and dimensions of the frontage and all boundaries of the premises on which the sign is proposed to be erected;
- the location of the proposed sign on the premises;
- details of the sign drawn to scale, including dimensions, sign area and any other information as may be required to determine compliance with Sign By-law 0054-2002, as amended;
- other information as determined by the Commissioner with respect to the building including architectural and structural drawings as may be necessary to determine if the building is structurally capable, under the Ontario Building Code, of supporting the sign or advertising device; and
- authorization from the owner of the premises on which the sign is to be erected or displayed.

(6) Fascia Sign Permit

In addition to the information required under section 5, all plans and drawings accompanying an application for a fascia sign permit shall contain the following information for a building or unit in a multi-unit complex:

- the dimensions of the building, wall or unit on which the fascia sign is to be affixed;

- the location of all building or unit entrances;
- the names of the occupants of each unit which is the subject of the application; and
- identification of any existing sign(s) on the building or unit.

(7) **Ground and Billboard Sign Permits**

In addition to the information required under section 5, all plans and drawings accompanying an application for a ground or billboard sign permit shall contain the following information:

- the location of any existing structures, above ground utilities, underground utilities, underground municipal services, parking areas, walkways, driveways, loading areas, vehicular access and egress points, billboard signs and ground signs on the premises;
- the identification by location, description, dimension and ownership of any existing or proposed easements or rights-of-way over the land and premises;
- the location of all landscaped areas;
- the location of any existing deciduous trees measuring greater than a 6 cm (2.36 in.) circumference by caliper and any existing coniferous trees measuring greater than 150 cm (59.06 in.) in height;
- identification of adjacent land uses, zoning, buildings, structures, billboard signs and ground signs;
- the setback of the proposed billboard sign from the property line of adjacent residential lands;
- the setback of the proposed billboard sign from other billboard signs within 200 metres (656.17 ft.) of the proposed billboard sign; and
- the setback of the proposed sign from the property line.

(8) **Building Permit Information**

All plans and drawings accompanying a sign permit application for a permanent sign shall contain the following information:

- **File four (4) copies of fully detailed and dimensioned structural drawing(s)** to scale showing:
 - a cross section drawing, fully labeled, showing construction of sign and method of sign anchorage to wall or column;
 - wall construction, fully labeled, to which fascia sign is to be attached;
 - footing dimensions, anchor bolt sizes and spacing;
 - column size(s), wall thickness, base plate sizes and thickness; and
 - method of connections (ie welded, bolt).

(9) **Other Approvals**

Some signs require approvals from other agencies. These include:

- Region of Peel approval for ground signs fronting Regional Roads;
- Ministry of Transportation approval for signs within 1/4 mile of major highways (ie. Hwy 401, 403, 410, 427 and QEW); and/or
- Written permission from land owner for ground signs proposed on easements (ie. utility companies).

(10) **Variance Process**

If the applicant wishes to pursue a variance to the Sign By-law, as amended, a sign permit application and Variance Process Fee will be required. Please refer to **Applicant Information Sheet - Sign Variance Process** for further information.

(11) Enforcement and Penalties

The City may immediately remove any signs that are erected or displayed in contravention of the Sign By-law or if they cause a safety hazard. A person who contravenes any portion of the Sign By-law is guilty of an offence and may be liable to a fine of not more than \$5,000, exclusive of costs.

For more detail regarding the enforcement process, please refer to the Sign By-law, as amended.

SIGN FEES

BUILDING PERMIT TO ERECT OR DISPLAY A PERMANENT SIGN

FEE

Per square metre or part thereof,
of the sign area of each sign face..... per m² \$ **30.00**
minimum per sign \$ **245.00**

SIGN PERMIT PURSUANT TO SIGN BY-LAW 0249-2013, AS AMENDED

Permanent Sign (Fascia Signs, per sign in excess of two (2) signs \$ **55.00**
Ground Signs, Billboard Signs) minimum application fee of \$ **110.00**

SIGN VARIANCE FEES

Variance to Sign By-law **\$850.00**
or Variance to Sign By-law for an existing sign erected without a sign permit **\$1500.00**

Note: Sign permit and variance fees are non-refundable.

The City of Mississauga Sign By-law may be found on the City’s website at:
<http://www.mississauga.ca/portal/cityhall/bylaws>

Should you have any questions, please contact 311 (905-615-4311 from outside the city).