

**Permanent Sign Application**  
The Corporation of the Town of Whitby

<b>A. Property Address</b>		
Municipal Address		
Company Name on Sign	Building Unit No.	
<b>B. Type of Sign &amp; Number of Signs</b>		
WALL SIGN <input type="checkbox"/>	PYLON SIGN <input type="checkbox"/>	CANOPY SIGN <input type="checkbox"/>
NO. OF SIGNS      —	NO. OF SIGNS      —	NO. OF SIGNS      —
GROUND SIGN <input type="checkbox"/>	POSTER PANEL <input type="checkbox"/>	SUBDIVISION / CONDO BILLBOARD SIGN <input type="checkbox"/>
NO. OF SIGNS      —	NO. OF SIGNS      —	NO. OF SIGNS      —
<b>C. Building Contractor Information</b>		
Company Name	Phone Number	
Street Address, City, Province & Postal Code		
<b>OFFICE USE ONLY</b>		
<b>Approvals Required Prior to Issuance of Permit</b>		
<input type="checkbox"/> Planning Department	<input type="checkbox"/> M.T.O.	
<input type="checkbox"/> Region of Durham	<input type="checkbox"/> C.L.O.C.A.	
<b>Fees &amp; Issuance Information</b>		
Permit Fee	Date Issued	
Application Taken By	Permit Issued By	
	Permit No.	



# 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 <sup>2</sup> )	
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.



**TOWN OF WHITBY  
BUILDING & BY-LAW SECTION**

**BUILDING PERMIT SUBMISSION REQUIREMENTS FOR SIGNS**

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**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:
  - o a ground sign exceeds 7.5m in height above the adjacent finished ground
  - o a projecting sign is attached or fastened in any manner to a parapet wall or weighs more than 115kg (projecting signs are not permitted pursuant to the Town of Whitby Permanent Sign By-Law)
  - o a roof sign has any face that is more than 10m<sup>2</sup>
- Permit drawings will be reviewed to ensure that sign structures within the Town meet standards set out in the Ontario Building Code, the Zoning By-Law and the Sign By-Law for the Town of Whitby 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.
    - o 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) Fee
  - Application fee payable at the time of the application shall be \$50.00/sign
- 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 façade, 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*

1201 Wilson Avenue Downsview, Ontario M3M 1J8

(416) 235-5385

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

Provincial Highways within the Town of Whitby:

Highway 401, (Lakeridge Rd. to the Oshawa City Limits)

Highway 7, (west of Highway 12 to Lakeridge Rd. and Winchester Rd. North to Townline Rd.)

Highway 12, (north of Rossland Rd. to Townline Rd.)

- *The Regional Municipality of Durham – Works Department (Real Estate Section)*

105 Consumers Drive Whitby, Ontario L1N 6A3

(905)668-7711 x3496

Re: permit to project a sign in any regional street or highway

- *The Central Lake Ontario Conservation Authority (C.L.O.C.A)*

100 Whiting Avenue Oshawa, Ontario L1H 3T3

(905)579-0411

Re: Construction in flood plain and/or placing of fill in restricted areas

(Conservation Authorities Act).

**Recommended approvals by others:**

The primary purpose of Ontario One Call is to reduce damages to underground facilities and promote safe excavation practices. Before any excavations on ground and pylon signs take place, we recommend that you contact all utility companies to locate underground cables and pipes. If your utility company is not listed with Ontario One Call, you can contact the utility company directly.

Ontario One Call

Tel: 1-800-400-2255

[www.on1call.com](http://www.on1call.com)

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This information has been compiled for general reference purposes only. For additional information, please contact:

Town of Whitby - Building and By-Law Services

575 Rossland Road East

Whitby, Ontario L1N 2M8

Tel: (905)430-4305

Email: [building@whitby.ca](mailto:building@whitby.ca)