




BUILDING PERMIT GUIDELINES – SIGNS & other DESIGNATED STRUCTURES

A sign permit is required as regulated under OBC Section 3.15 of Division B (excerpt included), and as defined under OBC Sentence 1.2.1.1(11) & (12) of Division C as:

- (a) A ground sign that exceeds 7.5m (24'-7 ¼") in height above the adjacent finished ground.
- (b) A projecting sign (supported by a building) that weighs more than 115 kg,
- (c) A roof sign that has any face that is more than 10m², or
- (d) A projecting sign attached or fastened in any manner to a parapet wall.

| Description | | Required | Submission Status | Comments |
|-----------------------|---|------------|-------------------|---|
| Applicable Law | Zoning Certificate | ✓ | | |
| | Conservation Authority <i>Nottawasaga Valley Conservation Authority (NVCA)</i> <i>Lake Simcoe Conservation Authority (LSRCA)</i> | | | If applicable |
| | County of Simcoe | | | If applicable |
| | Ministry of Transportation (<i>MTO</i>) | | | If applicable |
| Forms | Building Permit Application | ✓ | | |
| | Schedule 1: Designer Information | Structural | | |
| | General Review Commitment Certificate <i>Designing Engineer / Architect to comment if require</i> | | | If applicable |
| Plans |  Plan (Framing or Floor) <i>OBC Part 4 Design (by Engineer)</i> | ✓ | | |
| |  Exterior Elevations <i>OBC Part 4 Design (by Engineer)</i> | ✓ | | |
| |  Cross Section <i>OBC Part 4 Design (by Engineer)</i> | ✓ | | |
| Misc. | Letter of Agent | | | <i>When application not signed by owner</i> |
| | Permit Fee | ✓ | | <i>As per Fee By-law Calculated at submission</i> |



- Refer to the Home Owner's Guide for further details.
- Be advised that additional information may be required following a full review of your permit application package.

 **2 COPIES OF ALL PLANS / DOCUMENTS ARE REQUIRED**

Section 3.15 Signs

3.15.1. Scope

3.15.1.1. Application

- (1) Except as provided otherwise in Article 3.15.1.2, this Section shall apply to the erection of all signs.

3.15.1.2. Exceptions

- (1) The following signs shall not be subject to the provisions of this Section,
 - (a) signs for regulating traffic or similar devices, legal notices or warnings at railroad crossings,
 - (b) signs in display windows including writing, representation, painting or lettering directly on the surface of any window or door, or other signs not affixed to the *building* interior,
 - (c) small signs displayed for the direction of the public including signs that identify rest rooms, freight entrances and such other similar directional signs,
 - (d) signs painted directly on a *building*, and
 - (e) incidental signs or other signs subject to municipal approval.

3.15.2. Alterations

3.15.2.1. Exceptions for Alterations

- (1) The changing of movable parts of signs that are designed for changes, or the repainting of display matter shall not be deemed to be alterations.

3.15.3. Structural Requirements

3.15.3.1. Structural Design

- (1) Except as provided in this Section, all sign structures shall be designed in accordance with Part 4.

3.15.4. Plastic Sign Facing Materials

3.15.4.1. Combustible Sign Faces

- (1) Plastic materials used in the construction of sign faces shall,
 - (a) have an average burning rate not greater than 65 mm/min in sheets 1.5 mm thick when tested in accordance with ASTM D635, "Rate of Burning and/or Extent and Time of Burning of Self-supporting Plastics in a Horizontal Position",
 - (b) have an average burning rate not greater than 140 mm/min when tested in accordance with ASTM D568, "Rate of Burning and/or Extent and Time of Burning of Flexible Plastics in a Vertical Position", and
 - (c) have a measurement of material thickness in accordance with Method B-Machinists' Micrometer Without Ratchet of ASTM D374, "Thickness of Solid Electrical Insulation".
- (2) Except as provided in Sentence (3), where the *exterior cladding* of a wall is required to be *noncombustible*, a plastic sign face or a group of contiguous plastic sign faces may be placed over such cladding provided each such sign face or group of contiguous sign faces,
 - (a) does not exceed 30% of the wall area of the *storey* on which it is installed,
 - (b) does not exceed 15 m² in area or 1 200 mm in height at each *storey*, and
 - (c) when located above the *first storey*, is vertically separated from other plastic sign faces by 1 200 mm of *noncombustible construction* unless separated by a horizontal *noncombustible* projection such as a *canopy*, extending the full width of, and projecting at least 900 mm beyond the exterior sign face.
- (3) Where a plastic exterior sign is mounted as a face on a metal sign box that is at least 200 mm in depth, the requirements of Sentence (2) need not apply provided the sign box is mounted on a *noncombustible* exterior wall.
- (4) Notwithstanding the requirements of Sentence (5), the plastic portion of an interior sign placed over or forming part of an interior wall surface in corridors, covered or enclosed *walkways* at or above *grade* in *buildings* shall,
 - (a) not exceed 15% of the wall area in, or over which it may be installed,
 - (b) be supported by a device that will not detrimentally affect the *fire-resistance rating* of the interior wall to which it is attached or of which it may form a part, and encase the edges of the plastic sign face in metal,
 - (c) not be positioned or sized in such a manner that it is less than 600 mm from the vertical line separating two adjacent premises,
 - (d) be placed so that there is at least 600 mm vertical separation of *noncombustible* material between the top of the plastic sign surface and the ceiling surface,
 - (e) be permitted to have an increase of 100% in area required in Clause (a) and a decrease of 50% of the separation distances required in Clauses (c) and (d) if the area is *sprinklered*, and
 - (f) have a *flame-spreading rating* not more than 250.
- (5) Signs in *exits* and underground *walkways* shall have a *flame-spread rating* not more than 25.