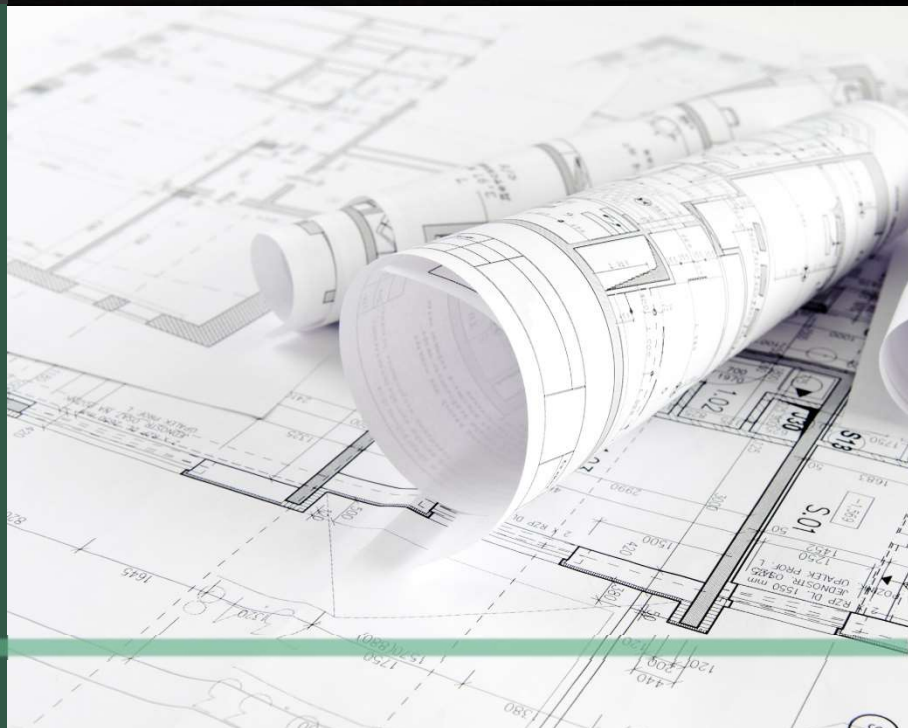


# SIGNS

## Sign Permit Package

A step by step guide for  
making a sign permit  
application



Norfolk County Building Department  
Community Development Division  
185 Robinson Street, Suite 200 Simcoe, Ontario, N3Y 5L6  
[norfolkcounty.ca](http://norfolkcounty.ca)

Signs vary in structure types. Some signs will require a permit from our By-Law Division as per our [Sign By-Law 2009-66](#), and some signs will also require a Building Permit according to the Ontario Building Code.



## Do I need a Sign Permit?

As per Norfolk County Sign By-Law 2009-66, all signs require a sign permit except;

### 3.11 of General Requirements

- ☐ Signs required to be posted by government order, rule or regulation,
- ☐ Memorial plaques, cornerstones, historical markers and like monuments,
- ☐ National, provincial and municipal flags or emblems of political, civic, educational, cultural and religious organizations,
- ☐ Banner signs erected for a period not exceeding seven (7) consecutive days,
- ☐ Official signs or signs pertaining to public safety,
- ☐ A sign not exceeding 0.37sq m (4.0 sq.ft) in sign area,
- ☐ Garage sale signs,
- ☐ Election signs erected in accordance with the Norfolk County Election Sign By-Law currently in effect,
- ☐ Address sign not exceeding 0.19 sq.m (2.0 sq.ft) in sign area unless provided for in this By-Law,
- ☐ Emblems or insignia of patriotic, civic, educational or religious organizations,
- ☐ Sandwich board signs and pedestal signs,
- ☐ Directional signs not exceeding 1.0 sq.m (10.76 sq.ft) in sign area,
- ☐ Real Estate signs not exceeding 1.0 sq.m (10.76 sq.ft) in sign area,
- ☐ Portable signs,

## **When does a Sign require a Building Permit?**

As per the Ontario Building Code Division C 1.2.2.1 (8) a building permit is required for the following:

- ☐ A ground sign or pole sign exceeding 7.5 m (24.6 ft) in height above grade,
- ☐ A projecting sign weighing more than 22 kg (48.5 lb),
- ☐ A fascia sign exceeding 10 sq.m (108 sq.ft) in sign area,
- ☐ An animated sign,
- ☐ Any sign greater than 10 sq.m (108 sq.ft) in sign area,
- ☐ An Awning or Canopy,

In addition, the design of the sign needs to be stamped by a Professional Engineer.

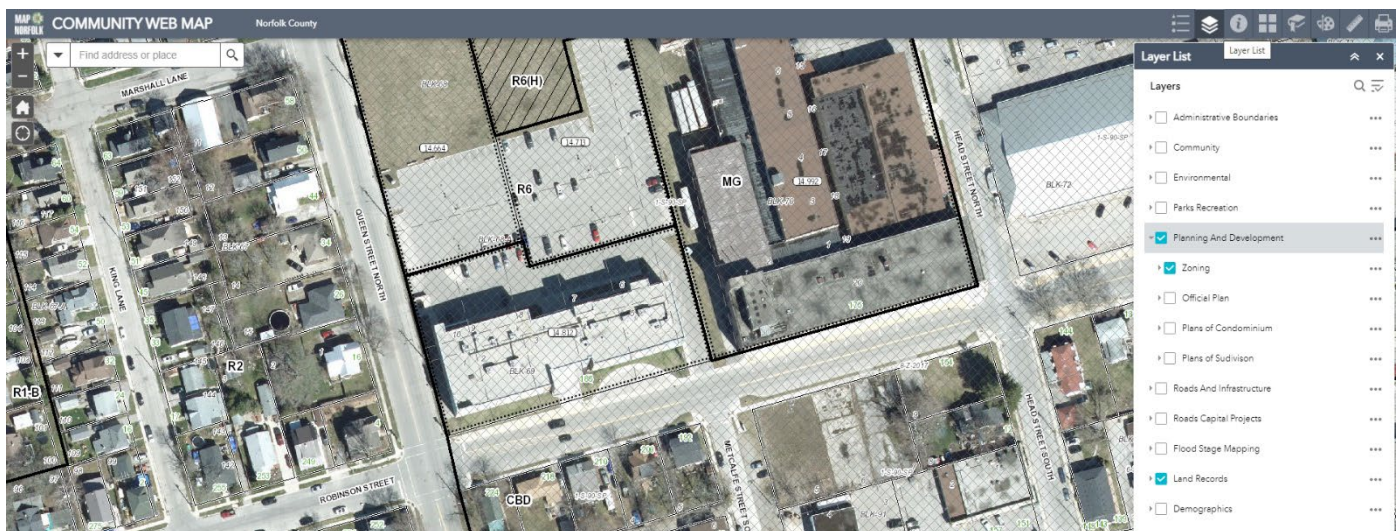
## **STEP 1: Applicable Law.**

Approvals from other agencies are required in many instances before a building permit can be processed and issued. These approvals are **NOT** administered by the Building Department. The fastest way to obtain a building permit is to ensure that all other required approvals are completed prior to permit application.

An Applicable Law Checklist is required as part of a complete application. Agency contacts are attached with this form. Our community mapping has many of these layers mapped to help you determine if additional approvals are required for your application.

### **Zoning Requirements.**

Finding the zoning associated with your property, is easy with our [GIS Community Web Map](#), position over your property and turn on the zoning layer by clicking layer list, planning, zoning. [Norfolk County Zoning Bylaw](#) is available online.



To confirm your project conforms to the Zoning By-law you will need to provide a plot plan indicating:

- ☐ Property lines and lot dimension,
- ☐ Location of building and all other structures on the lot,
- ☐ Location of the sign on the property, with dimensions to property lines and adjacent properties,
- ☐ Height of the sign.

If your proposed building / structure does not comply with the zoning requirements, a planning application will be required. Zoning and Planning approval is required as part of a complete permit application

Planning Department: [planning@norfolkcounty.ca](mailto:planning@norfolkcounty.ca) or 519-426-5870 ext. 1438.

Zoning: [zoning@norfolkcounty.ca](mailto:zoning@norfolkcounty.ca) or 519-426-5870 ext. 6068.

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## **Setback Regulation for Signs.**

Setbacks for signs apply, depending on the zoning of the property where the sign will be located. Refer to Norfolk County Sign By-Law 2009-66.

## **Site Plan Control.**

Site Plan Control is a tool utilized by the County to ensure that specific development proposals meet the Official Plan and Zoning By-law objectives. Essentially, site plans approved under this process are very detailed and outline precisely how a particular property will be developed. Site Plan Approval is typically the last planning approval necessary before a Building Permit process.

A Site Plan Agreement is sometimes required for more complicated developments. Where a property has site plan control designation, but the proposed construction is deemed minor in nature, the applicant will need to provide a site plan waiver from the Planning Department as part of an Applicable Law review.

## **STEP 2: – Preparing your application.**

A sign/building permit application consists of many documents. The forms attached are to be completed, signed, and dated.

### **Drawings and Documents.**

Drawings are to be legible and to scale. Use a ruler or computer aided drafting (CAD) software to complete your drawings. Provide enough information and detail to ensure compliance with the Ontario Building Code.

The [Ontario Building Code](#) is available online under the Regulations under this act tab.

Building Department staff are not permitted by law to provide design advice. It is the responsibility of the property owner or authorized agent to complete a design that meets the requirements of the Ontario Building Code (OBC) and the Building Code Act (BCA).

### **Completed Forms.**

- ☐ Sign Permit Application Form ([Schedule A of By-Law 2009-66](#)),
- ☐ Building Permit application if a building permit is required,
- ☐ Commitment to General Review if a building permit is required,
- ☐ Applicable Law Checklist and supporting documents,
- ☐ Applicant Authorization Form, if application is not completed by the property owner,

## **Required Documents.**

- ☐ Plot Plan:
  - showing location of the sign on the lot,
  - distance from all property lines and other structures.
- ☐ Construction Drawings:
  - ☐ plans of the proposed sign drawing to scale including details,
  - ☐ supporting framework, footings, foundation,
  - ☐ illumination details, height and weight, area,
  - ☐ clearance height and elevation in relation to adjacent buildings and sign type
  - ☐ materials and specifications,
  - ☐ sign affixed to any wall, anchoring plans and plans showing elevation of building on which the proposed sign is to be erected.

## **Fees.**

- ☐ Sign permit fee.
- ☐ Building Permit fee (if applicable).

## **STEP 3: Applying.**

**Email:** Electronically submit your permit documents [permits@norfolkcounty.ca](mailto:permits@norfolkcounty.ca).

**In Person:** Visit our service counter located at 185 Robinson Street, Suite 200 Simcoe Ontario. Please call or email ahead and make an appointment.

**Online Portal:** Visit [Norfolk Permits Portal](#) and make your application online.



## **Building Department**

[Apply for a Building Permit](#)  
[Status and Fees](#)

Our Permit Coordinators will review your application and provide in writing any item which may be missing from the application and a cost break down for the permit fees and payment options.

## **Step 4: Plans Review.**

A Building Inspector will contact you in writing if there are building code concerns or missing information from your application.

A building permit is issued once all documentation has been received, fees are paid in full, and your plans are checked for compliance with zoning by-law and the building code.

## **Community Development Division- Building Department**

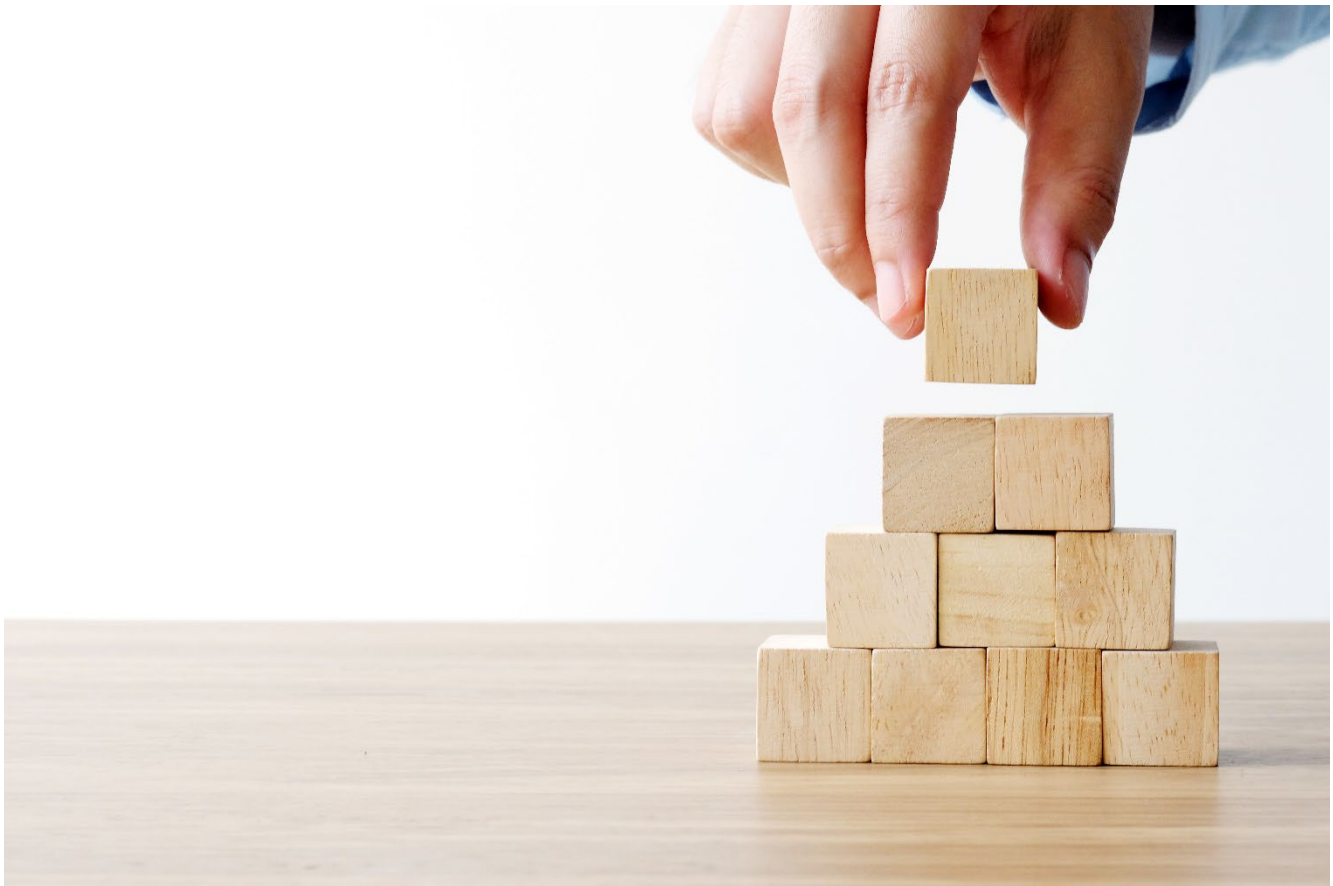
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## **Step 5: Inspections.**

Once you have obtained a building permit, a building inspector needs to attend your site at several milestones in the construction process. For more information, please check the inspection section of Norfolk County's Building Department website. Once all inspections are complete and passed your permit is closed.

**Need Help?** If you have any question on the building permit process or plans required, please contact [permits@norfolkcounty.ca](mailto:permits@norfolkcounty.ca) or 519-426-5870 ext. 6016.

Updated November 2021



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