

Township of North Dundas – Building Services – Policy			
Subject:	Permit Requirements for Signs	Policy No.:	BS26-001
Effective Date:	26 June 2026	Replaces:	None
Approved by:	Preston Stronach, <i>Chief Building Official</i>	Type of Policy:	Internal/External

Purpose

This policy outlines the requirements for building permit applications, professional design, general review, and inspection of signs within the Township of North Dundas where the Ontario Building Code requires review by an architect, professional engineer, or a combination of both.

Scope

This policy applies to signs within the Township of North Dundas that are subject to professional review under the Ontario Building Code.

This policy does not establish a general Township sign permit process and does not apply to signs that are not subject to the Ontario Building Code requirements identified in this policy.

Definitions

Words in *italics* retain the same definition as listed in the OBC.

General review means the general review of construction required to determine whether construction is in general conformity with the design prepared by an architect or professional engineer.

Ground sign means a sign that is supported by one or more structural members extending from the ground.

Parapet wall means the portion of a wall that extends above the roof line of a building.

Projecting sign means a sign that projects from and is supported by a building or structure.

Roof sign means a sign that is erected, constructed, or maintained in whole or in part above the roof of a building.

Application

The requirements in this policy apply where the construction of a sign is required to be reviewed by an architect, professional engineer, or a combination of both under the Ontario Building Code.

A building permit application shall be required for:

- a *ground sign* that exceeds 7.5 m in height above the adjacent finished ground;
- a *projecting sign* that weighs more than 115 kg;
- a *roof sign* that has any face that is more than 10 m²; or
- a *projecting sign* attached in any manner to a *parapet wall*.

Conflict

In the event of a conflict between the provisions of this policy and any applicable law, the requirements of the applicable law shall prevail.

Submission Requirements

Building permit applications for signs subject to this policy shall include the following, where applicable:

- completed building permit application;
- site plan identifying the proposed sign location;
- sign elevations with dimensions, height, projection, clearance, and sign face area;
- sign weight and material information;
- structural drawings prepared and sealed by an architect, professional engineer, or a combination of both;
- foundation, support, bracket, frame, and anchorage details designed by a professional engineer;
- details confirming the supporting building structure, where applicable;
- a completed Commitment to General Review by Architect and Engineers;
- County Sign Permit where applicable

Building Permit Applications

The Building Code Act and its regulations, including the Ontario Building Code, govern the construction and professional review requirements for signs.

A building permit shall not be issued until the required drawings, professional review documentation, and supporting information have been submitted and accepted.

Installation Requirements

Where applicable, the proposed installation shall incorporate the following:

- signs shall be installed in accordance with the approved permit drawings;
- foundations, supports, brackets, frames, and anchorage shall be installed in accordance with the approved structural design;
- sign structures shall be installed in accordance with the manufacturer's instructions, where applicable;
- construction shall remain available for inspection prior to concealment of structural supports or anchorage;
- the completed sign structure shall not be placed into service until required inspections and general review documentation have been completed; and
- the sign structure shall remain in general conformity with the approved design throughout construction.

As-Builts

Where a sign is constructed as part of a larger development, site works project, or building project, as-built drawings may be required to identify the final location, height, supports, foundations, and anchorage of the sign.

The as-built submission shall be accompanied by a certification note where required.

Certification Note

Means a declaration signed and sealed, where applicable, by an architect or professional engineer confirming that the sign structure has been constructed in general conformity with the approved design and the requirements of this policy.

Deviation

Where a proposed sign is unable to comply with this policy due to site constraints, building conditions, or other existing conditions, the applicant shall provide written rationale and a proposed alternative solution for review.

Building Services staff will consider the request and provide a decision to accept, reject, or request revisions to the proposed deviation.

Compliance

Failure to comply with this policy may result in enforcement actions authorized under the Building Code Act, R.S.O. 1990, including orders to comply, orders to uncover, and denial of use where applicable.