

# BUILDING DIVISION

## SIGNS



### When is a permit required for a sign?

A permit is required for all sign structures that meet **any** of the following:

- ground signs exceeding 7.5m in height (24'-6")
- projecting wall signs greater than 115kg (254lbs)
- roof signs with an area greater than 10m<sup>2</sup> (108ft<sup>2</sup>)
- any sign attached to a parapet

### Documents Required for a Sign Permit

Document	Comments
Building Permit Application apply online	-Complete & accurate information
General Review Commitment Certificate	-To be completed by a professional engineer or architect
Site Plan Drawing (aerial photo or hand sketch is acceptable)	-Indicate the sign location on site or on any buildings
Design Drawings	-To be stamped by a professional engineer or architect -Must include sign graphics to be displayed

All sign graphics and sign locations must meet the requirements set out in the Town of Aylmer's sign by-law (By-law 22-99).

### Cost of Sign Permit

The cost of a sign permit is a flat rate of \$250.00. We accept cash, cheque and debit as methods of payment. This includes the review of drawings, the permit and inspections.

### How do I apply for a sign permit?

Apply on line <https://portal.laserfiche.ca/j4889/forms/Building-Permit-Application-26> please attach all information as described above. Your documents can be downloaded directly into the application. This online application process allows for in-house tracking and time efficiency for issuing permits.

## **Inspections**

Please book 2 days in advance

- Footing inspection – once the foundation holes for ground signs have been dug, prior to concrete being poured
- Final sign inspection – When the sign framing is complete and graphics are installed.