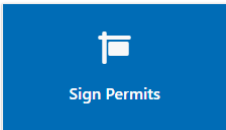


This is a high level guide on how to submit permit applications for permanent signs using the ePLAN Portal. Detailed instructions on using the ePLAN Portal and Digital Review Software can be found in our [ePLAN Steps to Success](#) online guide.

### WHEN IS A SIGN PERMIT REQUIRED?

A sign permit is required for any permanent sign installed on a building or a permanent ground sign.

### DETAILED INFORMATION OF NEW APPLICATION



Login to [ePLAN](#), choose the *Apply for Building Permit / Preliminary Review* button and follow the on-screen instructions to apply for a Sign Permit.

### PROJECT DESCRIPTION

When entering the project description, include:

- the number and type of signs
- the name of the sign

**Example:** *One wall sign – Store Name*

### SUBMISSION REQUIREMENTS

The following items must be uploaded for a sign permit application.

#### FORMS

1. [Permit Applicant Authorization Form](#) (*required when the Owner is not the permit applicant*)
2. [Sign Permit Authorization Form](#) (signed by the Registered Property Owner)
3. [Applicable Law Checklist](#)
4. [Commitment to General Review Form](#) (*required for wall signs weighing more than 115 kg, roof signs with a face greater than 10 m<sup>2</sup>, projecting signs on parapet walls or ground signs greater than 7.5 m above grade*)

#### DOCUMENTS

1. Approval Documents required by an Applicable Law

### DRAWINGS

1. Site plan identifying the location of the sign
2. Building Elevation Drawings (drawn to scale) showing position of the sign, dimensions of the sign face, length / height of the wall
3. Sign Drawings (drawn to scale) showing sign dimensions, wording of the sign face, lighting, all structural details (mounting, weight of fascia signs, foundations), support structures (Ground signs)

**Note:** *The drawings must be prepared by an Architect or Professional Engineer where the sign is a wall sign weighing more than 115 kg, a roof sign with a face greater than 10 m<sup>2</sup>, or a projecting sign on a parapet wall.*

All sign permit drawings **must** meet the following Submission Standards

- Single page pdf files (vector or raster)
- 3” wide by 2” high blank space in the top right corner of the drawing
- Landscape orientation
- Colour acceptable