

Permanent Signs

A building permit is required for signs that are attached to a building or are a designated structure.

Permit application submission requirements:

In many instances, before a building permit application can be processed and a permit issued, there are other approvals from other agencies that are required. These approvals are not administered by the Building Division and are required as part of a complete application package. Please consult the applicable law checklist prior to applying for a building permit.

This checklist provides a summary of the Building Permit submission requirements for a sign and has been developed for convenience purposes only. The property owner is responsible for ensuring compliance with all County of Brant By-laws, other applicable laws, and the Ontario Building Code.

- Permit applications to be filled out and signed
- Authorization form (if applicable)
- Designer information 'Schedule 1' to be filled out
- Site plan, including:
 - The address or roll number (beginning with 2920) of the property
 - All property lines and surrounding streets labelled
 - The location of the proposed sign(s)
 - All proposed and existing buildings and structures on the property labelled
 - Proposed distance from all legal property lines (not street lines, sidewalks, etc.)
- Complete set of construction drawings drawn to scale, including:
 - For ground signs:
 - **Structural detail** (incl. foundations, base and/or column detail, materials, dimensions, and anchorage details for the sign)
 - **Elevation detail** showing area of the sign face and the message to be displayed
 - For wall signs:
 - **Elevation detail** of the wall face of the building or unit on which the proposed sign is to be located, indicating the dimensions of both the building or unit and the proposed sign
 - **Installation and construction details** (incl. materials to be used, weight of the sign, and method of connection/anchorage to wall or column)
- O.B.C. Part 4 design calculations **or** drawings stamped by a professional engineer

Professional Engineer/Architect requirements:

Under the Ontario Building Code, a sign structure shall be designed and reviewed by an architect or a professional engineer where the sign is:

- A ground sign that exceeds 7.5 metres in height above the adjacent finished ground,
- A projecting sign that weighs more than 115 kilograms,
- A roof sign that has any face that is greater than 10 square metres, or
- A projecting sign attached in any manner to a parapet wall

Ontario Building Code article 3.15.3.1. requires that all signs are to be designed in accordance with Part 4 of the O.B.C., which governs structural requirements. This can be demonstrated by either having the design stamped by a Professional Engineer, or by providing calculations with your building permit application that demonstrate compliance with the O.B.C. Part 4 design requirements.

Next steps:

- Submit the complete permit application and supporting documents through the [County of Brant website](#)
- The application is reviewed for completeness, compliance with the zoning by-law, applicable laws, and lot grading approval. Comments are provided during review to identify any outstanding requirements and to summarize all applicable fees.
- When all fees are paid, the plans are reviewed for compliance with the Ontario Building Code. The permit is issued when review is complete, and fees are paid.
- Once construction begins, inspections must be scheduled. Building inspectors review major phases of construction until occupancy and/or final is complete.

Need help?

If you have any questions, please feel free to contact us at any time, and we will assist you through the process! Call 519.44BRANT or email us at building@brant.ca

Applicable Law Checklist & Contacts

This form confirms required approvals from other agencies for the purposes of building permit issuance.

Address of Project:	Date:
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If the answer is **yes** to any question, the relevant approval documents must be submitted with your permit application. Where any required approval has **not** been obtained, the agencies must be contacted to obtain approval, and the declaration on the bottom of this form must state accordingly.

Zoning By-Laws – Planning Division	Yes	No
Is/was relief required to permit a minor zoning variance in your proposal?		
Is/was rezoning required to permit the proposed building or land use?		
Planning Approval – Planning Division		
Is this property regulated by Site Plan Control under Section 41 of the Planning Act?		
Heritage – Policy Planning Division		
Are you demolishing a building that is listed on the County’s heritage inventory?		
Is the building designated or in the process of being designated?		
Is the property located in a heritage district or study area?		
Construction and Fill Permits – Grand River or Long Point Regional Conservation Authority		
Is the property located within a regulated area (i.e. abutting a ravine, watercourse, wetland, or shoreline)?		
Building and Land Use Permits – Ontario Ministry of Transportation		
Is the property within 45m of a highway or 180m from any highway intersection?		
Is the property within 400m of Highway 403 or Highway 24?		
Is the property within 395m of a controlled highway intersection? (applies to sign permits)		
Is this a major traffic generating project located within 800m of a highway?		
Environmental Approvals – Ontario Ministry of Environment		
Is a Record of Site Condition required to be filed due to a change to more sensitive land use?		
Is the property a former waste disposal site?		
Is this project a major industrial, commercial, or government project?		
Is this a renewable energy project?		
Does this property have a Certificate of Property Use under the Environmental Protection Act?		
Agriculture and Farms – Ontario Ministry of Agriculture, Food and Rural Affairs		
Is this a farm building that will house animals or manure?		
Is this a milk processing plant?		
Electrical Conductor Clearances – Electrical Safety Authority		
Are any overhead power lines located above or within 5.5m of the proposed building?		
Clean Water Act – Development Services		
Is the property located within a Source Water Protection regulated area?		
If yes: does a Water Source Protection Plan restrict the land use you are proposing?		

Declaration - I have considered the list of applicable laws in the Ontario Building Code as described above, and do hereby declare that:

- None of these applicable law approvals apply to this project.
- Applicable laws checked 'Yes' apply to this project, and approval documents are submitted with this application.
- Applicable laws checked 'Yes' apply to this project, however all approval documents have not yet been obtained.

The information provided on this form is true to the best of my knowledge. I have authority to act on behalf of the owner, corporation, or partnership with respect to this application (if applicable).

Name:	Signature:	Date:
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Applicable law contacts:

<p>Lot Grading Department, 519.44BRANT or grading@brant.ca</p> <p>Lot Grading Certification is important to keep your property and neighboring properties safe from water damage and drainage problems. Grading comments are required for every building permit application.</p>
<p>Planning - Development Services Department, 519.44BRANT or planning@brant.ca</p> <p>Planning applications can be made online through the County of Brant website. Planning must review all applications for non-residential projects and signs.</p>
<p>Operations Department, 519.44BRANT or operations@brant.ca</p> <p>A Public Works Permit is required when work is being done in the road allowance, such as work done to an entrance/driveway or connection/reconnection to a water or sanitary sewer.</p>
<p>Heritage/Environmental Planning/Natural Heritage, 519.44BRANT or policy@brant.ca</p> <p>Review is required if the proposed building is near a watercourse, wetland, or similar natural heritage feature, or if the property is designated as having heritage interest. Refer to the County of Brant Zoning By-law and Interactive Zoning Map to determine if this is applicable to your property.</p>
<p>(GRCA) Grand River Conservation Authority, 1.866.900.4722 or grca@grandriver.ca (LPRCA) Long Point Regional Conservation Authority, 1.888.231.5408 or conservation@lprca.on.ca</p> <p>Development within certain regulated conservation areas requires a permit from the conservation authority before any building permit can be issued. GRCA and LPRCA have online mapping tools to help identify if your property falls within their boundaries. If you are unsure, reach out to them directly for confirmation.</p>
<p>Forestry Department, 519.44BRANT or forestry@brant.ca</p> <p>Forestry comments are required when building within a woodlot or woodland area, or when a tree adjacent to a natural area or within the County of Brant road allowance will be injured or destroyed.</p>
<p>Ontario Ministry of Transportation, 1.800.268.4686 or visit their website.</p> <p>Ministry authorization is required for construction of all buildings, signs and entrances within certain distances of a highway or intersection. The requirement for Ministry authorization extends to 800m from a highway where development will generate major traffic, such as a shopping centre.</p>
<p>Ministry of the Environment, Conservation and Parks, 1.800.461.6290 or visit their website.</p> <p>Ministry of Environment approvals are required where a property of industrial or commercial use is changed to more sensitive use, for major government, properties formerly used for disposal, or renewable energy projects.</p>
<p>Ontario Ministry of Agriculture, Food and Agribusiness and Ministry of Rural Affairs</p> <p>OMAFRA regulates development on properties not within a settlement boundary, and projects requiring an MDS (Minimum Distance Separation) review. For more information, visit their website.</p>
<p>Electrical Safety Authority, 1.877.372.7233 or visit their website.</p> <p>The Ontario Building Code prohibits buildings being located beneath or within certain minimum distances of overhead electrical conductor wires, other than the power feed to the building.</p>
<p>Source Water Protection - Development Services Department, 519.44BRANT or sourcewater@brant.ca</p> <p>Special land use restrictions may apply if a water source protection plan is in effect in the area where the building is located. Uses affected by these restrictions require the approval of the designated Risk Management Official.</p>

Application for a Permit to Construct or Demolish

This form is authorized under subsection 8(1.1) of the *Building Code Act, 1992*

For use by Principal Authority				
Application number:		Permit number (if different):		
Date received:		Roll number:		
Application submitted to: _____ (Name of municipality, upper-tier municipality, board of health or conservation authority)				
A. Project information				
Building number, street name		Unit number	Lot/con.	
Municipality	Postal code	Plan number/other description		
Project value est. \$		Area of work (m ²)		
B. Purpose of application				
New construction	Addition to an existing building	Alteration/repair	Demolition	Conditional Permit
Proposed use of building		Current use of building		
Description of proposed work				
C. Applicant				
		Applicant is: Owner or Authorized agent of owner		
Last name	First name	Corporation or partnership		
Street address		Unit number	Lot/con.	
Municipality	Postal code	Province	E-mail	
Telephone number	Fax		Cell number	
D. Owner (if different from applicant)				
Last name	First name	Corporation or partnership		
Street address		Unit number	Lot/con.	
Municipality	Postal code	Province	E-mail	
Telephone number	Fax		Cell number	

E. Builder (if known)				
Last name		First name	Corporation or partnership (if applicable)	
Street address			Unit number	Lot/con.
Municipality		Postal code	Province	E-mail
Telephone number		Fax		Cell number
F. New home construction licensing requirement				
i. Is the proposed construction for a new home as defined in the <i>New Home Construction Licensing Act, 2017</i> ? If no, go to section G.			Yes	No
ii. Is a licence required under the <i>New Home Construction Licensing Act, 2017</i> ?			Yes	No
iii. If yes to (ii) provide licence number(s): _____				
G. Required Schedules				
i) Attach Schedule 1 for each individual who reviews and takes responsibility for design activities.				
ii) Attach Schedule 2 where application is to construct on-site, install or repair a sewage system.				
H. Completeness and compliance with applicable law				
i) This application meets all the requirements of clauses 1.3.1.3 (5) (a) to (d) of Division C of the Building Code (the application is made in the correct form and by the owner or authorized agent, all applicable fields have been completed on the application and required schedules, and all required schedules are submitted). Payment has been made of all fees that are required, under the applicable by-law, resolution or regulation made under clause 7(1)(c) of the <i>Building Code Act, 1992</i> , to be paid when the application is made.			Yes	No
ii) This application is accompanied by the plans and specifications prescribed by the applicable by-law, resolution or regulation made under clause 7(1)(b) of the <i>Building Code Act, 1992</i> .			Yes	No
iii) This application is accompanied by the information and documents prescribed by the applicable by-law, resolution or regulation made under clause 7(1)(b) of the <i>Building Code Act, 1992</i> which enable the chief building official to determine whether the proposed building, construction or demolition will contravene any applicable law.			Yes	No
iv) The proposed building, construction or demolition will not contravene any applicable law.			Yes	No
I. Declaration of applicant				
I _____ declare that: (print name)				
1. The information contained in this application, attached schedules, attached plans and specifications, and other attached documentation is true to the best of my knowledge.				
2. If the owner is a corporation or partnership, I have the authority to bind the corporation or partnership.				
_____		_____		
Date		Signature of applicant		

Personal information contained in this form and schedules is collected under the authority of subsection 8(1.1) of the *Building Code Act, 1992*, and will be used in the administration and enforcement of the *Building Code Act, 1992*. Questions about the collection of personal information may be addressed to: a) the Chief Building Official of the municipality or upper-tier municipality to which this application is being made, or, b) the inspector having the powers and duties of a chief building official in relation to sewage systems or plumbing for an upper-tier municipality, board of health or conservation authority to whom this application is made, or, c) Director, Building and Development Branch, Ministry of Municipal Affairs and Housing 777 Bay St., 12th Floor. Toronto, ON M7A 2J3 (416) 585-6666.



Permit Applicant Authorization

This form must be completed for all building permit applications where the applicant is the Owner's Agent

A. Project Information			
Property Address		Unit number	Lot/con.
Municipality County of Brant	Postal Code		
B. Property Owner(s)			
Last name	First name	Corporation or partnership	
Street address		Unit number	
Municipality	Postal code	Province	E-mail
Telephone number		Cell number	
C. Party to be Authorized			
Last name	First name	Corporation or partnership	
Street address		Unit number	
Municipality	Postal code	Province	E-mail
Telephone number		Cell number	
D. Declaration of Property Owner(s)			
<p>I _____, hereby Name of Property Owner(s) (please print)</p> <p>authorize and appoint the party stated in Section C of this form as my agent for the purposes of the submitted permit application. I understand that all communications and correspondence regarding this application shall be directed to the applicant.</p> <p>_____ Date _____ Signature of Property Owner(s)</p>			

Note:

1. The Ontario Building Code states that "owner includes, in respect of the property on which the construction or demolition will take place, the registered owner, a lessee or mortgagee in possession".

Personal information contained in this form is collected under the authority of Subsection 8(1.1) of the *Building Code Act, 1992*, and will be used in the administration and enforcement of the *Building Code Act, 1992*.

Schedule 1: Designer Information

Use one form for each individual who reviews and takes responsibility for design activities with respect to the project.

A. Project Information			
Building number, street name		Unit no.	Lot/con.
Municipality	Postal code	Plan number/ other description	
B. Individual who reviews and takes responsibility for design activities			
Name		Firm	
Street address		Unit no.	Lot/con.
Municipality	Postal code	Province	E-mail
Telephone number	Fax number		Cell number
C. Design activities undertaken by individual identified in Section B. [Building Code Table 3.5.2.1. of Division C]			
House	HVAC – House	Building Structural	
Small Buildings	Building Services	Plumbing – House	
Large Buildings	Detection, Lighting and Power	Plumbing – All Buildings	
Complex Buildings	Fire Protection	On-site Sewage Systems	
Description of designer's work			
D. Declaration of Designer			
<p>I _____ declare that (choose one as appropriate):</p> <p style="text-align: center;">(print name)</p> <p>I review and take responsibility for the design work on behalf of a firm registered under subsection 3.2.4. of Division C, of the Building Code. I am qualified, and the firm is registered, in the appropriate classes/categories.</p> <p>Individual BCIN: _____</p> <p>Firm BCIN: _____</p> <p>I review and take responsibility for the design and am qualified in the appropriate category as an "other designer" under subsection 3.2.5. of Division C, of the Building Code.</p> <p>Individual BCIN: _____</p> <p>Basis for exemption from registration: _____</p> <p>The design work is exempt from the registration and qualification requirements of the Building Code.</p> <p>Basis for exemption from registration and qualification: _____</p> <p>I certify that:</p> <ol style="list-style-type: none"> 1. The information contained in this schedule is true to the best of my knowledge. 2. I have submitted this application with the knowledge and consent of the firm. <p style="text-align: center;"> _____ Date Signature of Designer </p>			

NOTE:

1. For the purposes of this form, "individual" means the "person" referred to in Clause 3.2.4.7(1) (c) of Division C, Article 3.2.5.1. of Division C, and all other persons who are exempt from qualification under Subsections 3.2.4. and 3.2.5. of Division C.
2. Schedule 1 is not required to be completed by a holder of a license, temporary license, or a certificate of practice, issued by the Ontario Association of Architects. Schedule 1 is also not required to be completed by a holder of a license to practise, a limited license to practise, or a certificate of authorization, issued by the Professional Engineers Ontario.