



City of Sarnia
 Building Department
 255 Christina St N, Sarnia, ON N7T 7N2
 519-332-0330 x 3301
building@sarnia.ca

**PERMANENT SIGN
 APPLICATION FORM**

Required Documents:

- **Site Plan** which clearly illustrates the following:
 - i. location of the proposed sign(s); ii. location of proposed and existing building(s); iii. location of existing sign(s); iv. distance of the proposed sign(s) from property lines; v. distance of the proposed sign(s) from other signs on the property and neighbouring properties; vi. other information as required by the Chief Building Official;
- **Construction Drawings/Details** Drawings and information which includes the following:
 - i. Dimensions; ii. Supporting framework; iii. Sections and elevations; iv. Materials; v. Height, length and width; vi. Sign face area; vii. Parking calculations (if required); viii. The Copy of the proposed sign face (wording, letters, numerals, graphics including pictures, logos, and artwork) that is to appear on the sign) ix. other information as required by the Chief Building Official;
- **Permanent Sign Application Form**
- **Letter of Authorization from the Owner** (if Owner is not the Applicant)
- **Where applicable, approval from all government authorities having jurisdiction (i.e., Ministry of Transportation)**

(1) Engineered drawings are required for:

- a) **Freestanding signs over 7.5 metres high;**
- b) **Roof signs and billboard signs that have any face that is more than 10m² (108ft²);**
- c) **A projecting sign which weighs more than 115kg (254lbs).**

(2) A projecting sign shall not be attached or fastened in any manner to a parapet wall unless designed by an Architect/Engineer.

The complete Application can be submitted to building@sarnia.ca.

A. Business Information (where the proposed permanent sign(s) is to be located)			
Building Number, Street Name	Business Name	Unit Number	Lot/Con.
Municipality	Postal Code	Plan Number/other description	
B. Sign Specifications			
Total Numbers of Signs: _____			

Sign 1:
 FASCIA/CANOPY ROOF PROJECTING BILLBOARD FREESTANDING

WIDTH _____ HEIGHT _____ SIGN AREA _____

PROJECTION _____ CLEARANCE _____

Sign 2:
 FASCIA/CANOPY ROOF PROJECTING BILLBOARD FREESTANDING

WIDTH _____ HEIGHT _____ SIGN AREA _____

PROJECTION _____ CLEARANCE _____

Sign 3:
 FASCIA/CANOPY ROOF PROJECTING BILLBOARD FREESTANDING

WIDTH _____ HEIGHT _____ SIGN AREA _____

PROJECTION _____ CLEARANCE _____

Sign 4:
 FASCIA/CANOPY ROOF PROJECTING BILLBOARD FREESTANDING

WIDTH _____ HEIGHT _____ SIGN AREA _____

PROJECTION _____ CLEARANCE _____

C. Applicant Information

Contact Name	Corporation or Partnership	
Street Address	Unit Number	Lot/Con.
Municipality	Postal Code	Province
Telephone Number	E-mail	

D. Property Owner Information (if different from above)

Contact Name	Corporation or Partnership	
Street Address	Unit Number	Lot/Con.
Municipality	Postal Code	Province

Telephone Number	E-mail	
E. Sign Installer Information (optional)		
Contact Name	Corporation or Partnership	
Street Address	Unit Number	Lot/Con.
Municipality	Postal Code	Province
Telephone Number	Email	
F. Declaration of Applicant		

I, _____ certify that:
 (Print name)

1. The information contained in this application, attached plans and specifications, and other attached documentation is true to the best of my knowledge.
2. As the Owner/Contractor I take responsibility to ensure compliance to all federal, provincial, and municipal legislation and/or regulations prior to, during, and after construction. I will not hold The City of Sarnia or its employees liable for any actions by myself resulting in non-issuance of a permit, revoking of a permit, civil action, and/or possible fine.
3. I have authority to bind the corporation or partnership (if applicable).

 (Date)

 (Signature of Applicant)

Personal information contained in this form and schedules is collected under the authority of section 7 subsections 8(2) of the Building Code Act, 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 to which this application is being made.