



Users Guide to Service 2 Sign Permits (Billboard, Ground, Portable, etc)

These pages are provided for general information regarding sign permits and will aid in determining the type of information required for your particular type of sign permit.

Note that the Building Department should be consulted for information contained in sections 1c and 2.

1 General Information

a. *What is a sign permit?*

A sign permit is a document that grants legal permission to erect the sign or signs for which it was issued.

b. *What is the purpose of sign permits?*

Sign Permits ensure that sign structures within the City meet with standards set out in the Ontario Building Code, the City's Zoning Bylaw, Sign Bylaw and other applicable legislation.

c. *Sign Permits are typically required for the following:*

- ground signs
- wall signs
- roof signs
- portable signs
- billboard signs
- balloon signs
- signs on utility poles
- murals

The following signs do not require a permit; however, they must comply with the regulations contained in the bylaw such as maximum size, location, and obstruction.

- government signs
- public information signs
- regulatory signs
- information signs
- bed & breakfast signs
- real estate signs
- contractors signs
- seasonal produce signs
- Christmas tree signs
- construction signs
- temporary garage sale signs
- election signs
- development signs
- personal signs

Reference should be made to the *definition section* of the sign bylaw to be sure that your sign qualifies as one of the types listed and to determine if other requirements apply to your proposal. The Building Department staff are available to help.

2 Requirements Pertaining to All Signs

a. *Heritage Conservation District*

Any signs to be erected on a designated heritage property or within a heritage conservation district must meet the requirements of the sign bylaw and comply with the guidelines for heritage signs as set forth in Schedule 'B' of the bylaw. A copy of Schedule B is available upon request. Sign proposals in these locations are referred to the Brantford Heritage Committee for their advice respecting compliance with the provisions of Schedule B.

b. *Site Plan Control approval*

All newly proposed billboard signs are subject to this approval.