



MUNICIPALITY OF
ARRAN-ELDERSLIE

Building Permit Application Guide

Signage

Guide to Signage Permit Applications

This guide is to confirm what signs need a building permit, what documentation to submit for a permit application, what inspections may be required, and who to contact if you have any questions. Please submit all permit documents through Cloudpermit or in person at the Arran-Elderslie Municipal Office. Please note that this is not all-encompassing guide, additional documents or approvals may be required.

1. Do I Need a Permit?

A building permit is required for most signs. Some signs are exempt under the Ontario Building Code.

Usually exempt:

- Traffic control, legal notice, or railroad warning signs.
- Signs located inside display windows.
- Small public directional signs, such as washroom or shipping entrance signs.
- Signs painted directly onto a building.

When in doubt, ask first. Staff can help confirm whether a building permit is required.

Quick Pre-Application Checklist:

- ☐ Confirm lot lines and property dimensions.
- ☐ Review zoning setbacks, lot coverage and height restrictions.
- ☐ Identify septic tank/bed, wells, easements and drainage areas. (if applicable)
- ☐ Check if GSCA, SVCA, Bruce County, MTO, or other approvals may be applicable to your project by using Bruce County Maps.

3. Approvals, Fees & Inspections

Items that may Apply:

- Entrance permit for new access on a Municipal or County Road (if proposed on the Site Plan).
- New civic address or municipal water/sewer review (if proposed).
- SVCA, GSCA, MTO, SON or Bruce County approval, (if located within their regulated area).

After Permit Issuance:

- ☐ Pay applicable permit fees.
- ☐ Keep approved drawings and permit information available on site.
- ☐ Book inspections through Cloudpermit as work proceeds. Inspections shall also be booked with the reviewing Engineer or Architect if General Review is required.
- ☐ Do not cover or conceal anything that may need to be inspected.
- ☐ Address inspection deficiencies before proceeding.

2. Complete Application Checklist

A complete application generally includes the items below. Requirements may vary depending on project size, location and design. Please note this is not an exhaustive list. All required forms can be found at www.arran-elderslie.ca.

- ☐ Building permit application.
- ☐ Owner authorization (if applicant is not the owner).
- ☐ Site plan in PDF format (drawn to a recognizable scale).
- ☐ Construction package in PDF format (drawn to recognizable scale). Construction Package for all signs shall be stamped by a Professional Engineer.
- ☐ Commitment to General Review form (CTGR) by an Architect or Professional Engineer is required when a projecting sign weighs more than 115kg or a ground sign that is greater than 7.5m in height or a roof sign with a face exceeding 10m².
- ☐ Outside agency approvals (if applicable)

Make the Drawing Package Clear

Site plan should show:

- Property boundaries and nearby streets.
- Existing and proposed buildings/structures and building areas.
- Setbacks to all property lines.
- Distance to adjacent buildings, including septic tank and bed.
- Easements and driveway/access changes, where applicable.

Construction package should show:

- Foundation plan and elevations.
- Building height (where required for zoning review).
- Building sections and construction details.
- Professional Engineer information.

After You Apply

Application review, plans review, permit issuance and inspections

1 Application Review	2 Plans Review	3 Permit Issued	4 Inspections
Staff check that required documents are included, review zoning matters and identify whether additional approvals may be required. Initial review is generally completed within two business days.	Once a <i>complete application</i> is submitted, staff check that drawings and supporting documents are in conformance with the Ontario Building Code and municipal by-laws.	When requirements are satisfied and applicable fees are paid, the building permit may be issued and picked up at the Arran-Elderslie Municipal Office or Downloaded from Cloudpermit.	Book required inspections through Cloudpermit or over the phone as work proceeds and before covering/concealing work that may need review. Please note that inspections cannot be booked the same day you call.

Ontario Building Code timeline: A building permit for a sign is to be issued or refused within 10 business days of a *complete application*. Missing information, outside approvals, revised submissions or inspection follow-up will affect the overall project timeline.

If Staff Request More Information

If drawings, forms or approvals are missing, staff will identify what is required before the application can move forward.

Resubmission checklist:

- ☐ Read all staff comments before revising drawings.
- ☐ Upload revised drawings and supporting documents.
- ☐ Respond to all comments together where possible. (contractor, designer & owner)
- ☐ Confirm outside approvals have been submitted.
- ☐ Watch for additional review comments in Cloudpermit.

Resubmissions are reviewed in the order they are received.

Inspection Checklist

Once a permit is issued, inspections may be required before the project is complete. Work shall be available for inspection before it is covered or concealed. It is the applicant's responsibility to book required inspections. Required inspections are outlined in the reviewed permit package.

- ☐ Book inspections through Cloudpermit or over the phone. Please leave detailed voicemail if staff are unavailable.
- ☐ Have approved drawings available on site.
- ☐ Correct any inspection deficiencies.
- ☐ Update Building Department of any changes to the project.

Contact the Building Department if you are unsure what inspection is required next or if you have any questions about outstanding deficiencies.

Common Questions

Do I need a building permit for every sign? No. Some signs are exempt from requiring a building permit. Exempt signs can be found in Step 1.	Can someone apply for me? Yes! If the applicant is not the property owner, include an Owner Authorization form.
Do I also need a sign permit from Bruce County? If the proposed sign is located on a property on Bruce County Road a sign permit may be required from Bruce County. For more information Bruce County Transportation can be reached at transportationinfo@brucecounty.on.ca or 519-881-2400.	Do I need engineered drawings? Yes. All signs are required to be engineered. However, not all signs require the General Review of an Engineer. More information about when General review is required can be found under CTGR in Step 2.
Can outside approvals delay my permit? Yes! Required outside approvals must be addressed before the municipal permit can be finalized. This may affect the timeframe in which the permit is issued.	Where do I apply? Apply through Cloudpermit or contact the Building Department at 519-363-3039, Option 3 or building@arran-elderslie.ca .
Need help? Contact the Building Department Phone: 519-363-3039 (Option 3) Email: building@arran-elderslie.ca	Municipality of Arran-Elderslie 1925 Bruce Road 10, Box 70 Chesley, ON N0G 1L0