Signs (OBC)

(Facia, Ground, Pylon, Awning)

Building Permit Application Checklist:

This document summarizes the minimum required information to be submitted in accordance with the Building Code Act and the City of Burlington's Building Permit By-Law for a complete building permit application. **Incomplete applications will not be accepted**. However, should it be determined that additional documents and/or approvals are required during the processing of this application, you will be notified.

Refer to the Electronic Building Permit Application Submission and Resubmission Standards for digital drawings and documentation submission requirements. Submissions that do not meet these criteria will be refused.

Pre-Approval:

☐ Site Alteration Permit (ground and pylon signs): Contact Engineering Services Department – city@burlington.ca

Permit Fees:

☐ Refer to current Building Permit By-Law for Fee Schedule or contact a Building staff at buildingpermits@burlington.ca

Completed Forms and Documents:

☐ Completed Provincial Application form for a Permit to Construct or Demolish.

☐ Schedule 1 completed to show all designer qualifications along with BCIN numbers (Plans to show designer information as per conditions set in Div. C, 3.2.4. and 3.2.5. OBC), if applicable.

☐ Commitment to General Review form per OBC Div. C 1.2.2.1.(8), if applicable.

Construction Documents

Maximum digital paper size is 36"x48" (914mmx1219mm): All drawings shall be to scale, dimensioned (metric) and provide sufficient information that describes the full extent of proposed work.

☐ Site Plan (Property Survey): Show lot lines, existing building(s) locations, setbacks of the sign from property line(s) and street, linear frontage of the unit (facia signs only), and location of easements (ground and pylon signs only).

☐ Architectural/Structural Plans: Dimensions of sign(s), climatic data, weight of sign, method of connection.

☐ Elevations: Show location of sign(s) on the building and projection of sign on the building.

☐ Foundation Design (for ground and pylon signs only).

Additional Documentation:

☐ Supporting documentation for average burn rate of plastic materials used in construction of sign faces.

☐ Design considerations for signs installed on a wall required to be of non-combustible construction.

Building Permit Issuance:

Prior to issuance of a building permit, the applicant will be contacted upon completion of the plans review and advised of any outstanding fees, such as Parkland Dedication Charges, Development Charges, Community Benefits Charges, and/or any other applicable fees in the City of Burlington's Building Permit By-law.

Permits shall be released to the owner or applicant. The Building Department will release permits to other parties only where written authorization has been received from the property owner or the applicant.

Refer to Applying for a Building Permit on the City of Burlington website, for more information.

Building Department
buildingpermits@burlington.ca
905-335-7731