



CLEARVIEW

Sign Permit Information Guide and Process

Sign By-Law

The Clearview Sign By-Law, controls, prohibits and regulates the construction, erection, alteration, demolition, removal, location, relocation, class, type, maintenance of signs and other advertising devices. Some signs are subject to both the sign by-law and a building permit.

Note: All signs must comply with the sign by-law, however not all signs require a building permit. The sign by-law is available on the Clearview Website.

When is a sign building permit required?

- Signs over 7.5 m in height
- Overhanging Signs over 115 kg in weight
- Signs with a face area of over 10 m²

Drawing requirements for a sign building permit application

1. A site plan showing the location of sign in relation to all other structures and the property line (dimensions must be shown).
2. Structural drawings stamped and signed by a professional engineer showing framing and anchorage and foundation requirements.
3. A Professional Engineer of Ontario is required to review the installation and provide a certification letter to the Building Inspector.

How to apply for a building permit

To apply for a building permit, visit our website www.clearview.ca/portal Please create an account which can also be used to pay for your building permit application, download permit documents and schedule inspections. Alternatively, you can apply for the permit in person by visiting our offices, please ensure to bring all required documents in a detailed and legible format.

Cost of building permit

The cost of the permit is \$435.00, you can pay for your permit through your online CityView account, we also accept cash, cheque, and debit as methods of in person payment. The permit fee includes the administrative process, the review of drawings, the building permit and building inspections.

Time

Once a complete permit application is made the permit will be reviewed within a maximum of 10 business days.

Required Building Inspections

Building inspections are booked online through your CityView account, or by contacting the Building Department 705-428-6230 ext. 232.

When requesting inspections, please quote Building Permit Number and allow a minimum of 48 hours' notice.

Required inspections include;

- Excavation/Footing inspection- Once the holes have been dug, but prior to concrete being poured
- Structural Wood Frame inspection- Once the framing is complete (posts, beams, structure)
- Final Building inspection- When complete (Framing and Final Inspections may be combined)

Important Numbers to Know

- Ontario One Call 1-800-400-2255 (natural gas, sewer and water lines, Hydro, Rogers Cable, and Bell locates)
- Electrical Safety Authority: 1-877-ESA-SAFE (1-877-372-7233)

Any Questions?

Phone: 705-428-6230 ext. 232

Web: www.clearview.ca

Office hours.

Monday to Friday

8:30am – 4:30pm