



Sign Permit Guide

A By-Law to regulate Signs in the City of Kingston, [By-Law 2009-140](#), regulates the design, construction, installation, relocation, alteration, and repair of permanent signs located on private property.

Before installing any sign or sign structure, you must apply for and obtain a Sign Permit. You must also obtain a Sign Permit if you are changing or replacing a sign structure; however, you do not require a Sign Permit for normal maintenance and repair of an existing sign for which a permit was obtained.

This Guide is intended as a reference document to assist you in submitting a Sign Permit Application. This Guide also explains the process once a permit application is submitted. Please note that failure to submit a complete permit application may result in delays in issuing the permit. It is an offence to install a sign prior to obtaining a Sign Permit. If you have any questions about the Sign Permit Application process, please contact the building department at 613-546-4291 extension 3260.

Application Submission Checklist

1. Completed [Building Permit Application form](#). Permit applications can be emailed to buildingpermits@cityofkingston.ca or submitted in person to the Planning, Building and Licensing Department at 1211 John Counter Boulevard.
2. Applicable [permit fees](#)
3. A plot plan showing the location of the proposed sign in relation to the property lines and other structures and signs on the property.
4. Dimensioned elevation drawings of the building on which the sign is to be displayed including the size, area, height and location of all other existing signs.
5. Installation and construction details for the sign and sign structure with footing and fastening details.
6. Weight of the sign.

Professional Engineer Requirements

Under the Ontario Building Code, a sign structure attached in any manner to a building shall be designed by an architect or a professional engineer or a combination of both where the sign is:

1. A ground sign that exceeds 7.5 metres in height above the adjacent finished ground;
2. A projecting sign that weighs more than 115 kilograms;
3. A roof sign that has any face that is more than 10 square metres; and
4. A projecting sign attached in any manner to a parapet wall.

Required Inspections

The owner of a property on which a sign is being constructed, or their contractor, must arrange for the following inspections:

1. Footing and reinforcing (prior to pouring concrete) and fastening to structure
2. At the completion of the construction of the permanent sign.

The permit plans and specifications must be on site and made available to the Building Inspector at the time of inspection.

The Building Inspector's name and phone number are identified on the pool enclosure permit and inspections must be arranged 24 hours in advance of the requested inspection time.