

SIGN PERMIT REQUIREMENTS

With the submission of a Building Permit Application online DASH please provide the following as required by the [By-Law to Regulate Signs in the City of Kingston 2009-140](#):

1. Survey/[plot plan](#) including:
 - a. Dimensions to lot lines and other signs on the property;
 - a. Indicate setback from edge of street pavement for:
 - i. Awning signs;
 - ii. Ground signs in the BIA;
 - b. Indicate any existing signs on the property and what type they are;
 - c. Indicated distance to closest existing same type of signage for:
 - a. Billboard signs;
 - b. Roof signs (also indicate distance to adjacent Billboard signs and Off-premise signs);
 - d. Indicate and label roads and public thoroughfares ;
 - e. All proposed sign locations;
 - f. Dimension property frontage for:
 - a. Billboard signs;
 - b. Flag signs;
 - c. Ground signs;
 - g. Distance to street line for:
 - a. Billboard signs;
 - b. Ground signs;
 - h. Distance to electrical distribution conductors and electrical transmission conductor for:
 - a. Billboard signs;
 - b. Ground signs;
 - c. Roof signs;
2. Drawings and specifications covering the construction of the sign and sign structure including dimensioned elevation drawings in addition to:
 - a. **AWNING SIGNS** ([Schedule A-1](#)):
 - i. Sign area;
 - ii. Building façade area;
 - iii. Height from grade;
 - iv. Sign construction details including fastening details (size, number of and spacing for fastening the signage to the building façade)

- b. **BILLBOARD SIGNS** ([Schedule B-1](#)):
 - i. Sign area;
 - ii. Height from grade;
 - iii. Height from centre line of abutting street;
 - iv. Sign construction details including fastening details (size, number of and spacing for fastening the signage to the building façade)

- c. **FLAG SIGNS** ([Schedule F-1](#)):
 - i. Sign area;

- d. **GROUND SIGNS** ([Schedule G-1](#)):
 - i. Sign area;
 - ii. Sign height above grade;
 - iii. Foundation details;
 - iv. Sign construction details;
 - v. Sign illumination, if any;

- e. **PROJECTING SIGNS** ([Schedule P-2](#)):
 - i. Sign area;
 - ii. Building façade area;
 - iii. Dimension projection over public property;
 - iv. Height of bottom of sign from grade;
 - v. Weight;
 - vi. Fastening details (size, number of and spacing for fastening the signage to the building façade);

- f. **REVOLVING SIGNS** ([Schedule R-2](#)):
 - i. Indicate number of revolutions per minute;
 - ii. All details required as details in #3.d. Ground Signs, #3.g. Roof Signs, and #3.h. Wall Signs based on the type of revolving sign installation;
 - iii. Sign construction details including fastening details (size, number of and spacing for fastening the signage to the building façade)

- g. **ROOF SIGNS** ([Schedule R-3](#)):
 - i. Sign area;
 - ii. Sign height from roof;
 - iii. Sign construction details;

- h. **WALL SIGNS** ([Schedule W-1](#)):
 - i. Sign area;
 - ii. Building façade area;
 - iii. Height from grade;
 - iv. If located in the BIA total aggregate area of all wall signs relative to building façade;
 - v. Weight.
 - vi. Fastening details (size, number of and spacing for fastening the signage to the building façade)

3. A sign structure shall be designed by an Architect or Professional Engineer where it is a ground sign that exceeds 7.5m in height; a projecting sign that weighs more than 115kg, or a projecting sign attached or fastened in any manner to a parapet wall. (All signs must be designed in accordance with Part 4 of the Ontario Building Code)
4. All electrical installations shall be in accordance with the Electrical Safety Code.