



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.

Where to apply for a building permit

To apply for a building permit please bring all required drawings to the Clearview Municipal Office, located at 217 Gideon Street, Stayner, Ontario.

Cost of building permit

The cost of the permit is \$408.00, we accept cash, cheque and debit as methods of payment. This includes 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 through 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