



SUBMISSION REQUIREMENTS FOR SIGN PERMIT APPLICATIONS

Planning Division – 200 King Street West, 6th Floor
P.O. Box 1118, Kitchener ON N2G 4G7
519-741-2426; planning@kitchener.ca

Please provide all applicable submission requirements and fees at time of application. For more information or a copy of the Sign By-law, contact the Planning Division or visit our website at www.kitchener.ca.

NOTE: A letter of authorization from the property owner must also be submitted with the application form.

1. All drawings are to be submitted in metric units of measurement
2. Site Plan (2 copies) – For construction, information, ground supported, new home development, tower or billboard signs – please include:
 - Location of proposed sign(s)
 - Setback from property lines
 - Location of all other signs on the property and abutting lands
 - Distance to parking or pedestrian areas
3. Sign Drawing (2 copies) – For all sign types, please include the following (if applicable):
 - Dimensions of sign
 - Dimensions of wall the sign is located on
 - Clearance from grade to bottom of sign
 - Height of sign
 - Description of area beneath the sign (pedestrian, vehicular, landscaped)
 - Projection from wall
 - Material of the wall that the sign is being attached to
 - Details of how sign is fastened to the wall - size, spacing and number of bolts
 - Footing details
 - Landscape details/changes (updated or new landscape plan may be required)
 - For a **billboard** sign, you must also submit – a letter of consent from the property owner
 - For an **awning, fascia or projecting sign**, you must also submit – a photo or elevation drawing of the building or structure to which the sign is to be attached clearly showing the proposed location of the sign and showing that it will not cover any architectural feature of the building or structure
 - For any **ground supported or tower sign over 7.5 metres in height**:
 - Committee of Adjustment approval is required
 - The Ontario Building Code requires the following signs to be designed by a **Professional Engineer**:
 - All types of projecting building signs (including fascia) weighing more than 25 kg (55 lbs)
 - All freestanding signs greater than 1.8 metres (5.9 feet) above ground level

PERMANENT SIGN FEES (processing time is approximately 5 weeks):

Awning Sign Construction Information Sign Fascia Sign Ground Supported Sign Projecting Sign Roof Sign Subdivision Sign Tower Sign	\$34.00 per square metre of sign face (includes all sides of a sign) Minimum fee for all sign types noted on left is \$240.00
New Home Development Sign	\$947.00
Home Business Fascia Sign	\$79.00
Billboard Sign	\$1,086.00
Video Projection Sign (per year / sign face)	\$1,520.00

PORTABLE SIGN FEES:

Portable signs including banner & inflatable (maximum 30 days)	\$90.00 (same business, both sides) \$128.00 (different businesses, one per side)
New portable sign location if not shown on landscape plan or already approved	\$136.00 (per site)

- Each permit is valid for a period of 30 continuous days.
- A maximum of 6 permits may be issued for any one business in a calendar year.

NOTE: Fees double if signs are installed prior to issuance of a sign permit