



SUBMISSION REQUIREMENTS FOR SIGN PERMIT APPLICATIONS

Planning and Housing Policy 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 and Housing Policy 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 (1 copy) – 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
 - To determine if a City Site Plan is available, please contact the Records Administrator at building@kitchener.ca.
3. Sign Drawing (1 copy) – 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)
4. Additional Information
 - 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
 - Processing time is approximately 5 weeks from date fee is received

PERMANENT SIGN FEES

Awning Sign Construction Information Sign Fascia Sign Ground Supported Sign Projecting Sign Roof Sign Subdivision Sign Tower Sign	\$38.00 per square metre of sign face (Includes all sides of a sign) Minimum fee for all sign types noted on left is \$276.00
New Home Development Sign	\$1,298.00
Home Business Fascia Sign	\$110.00
Billboard Sign	\$1,514.00
Video Projection Sign (per year / sign face)	\$2,117.00

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

FEE PAYMENT

Accepted forms of payment include:

- Cash / Debit (in-person only)
- Cheque (payable to the City of Kitchener)
- Credit card



APPLICATION FOR PERMANENT SIGN PERMIT

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PLEASE NOTE: Application takes approximately 5 weeks to process from date fee is received.

Permit to be emailed to (check one): Business ☐ Applicant ☐ Sign Contractor ☐

Date Submitted:	Proposed Installation Date:	Permit Number (staff to assign):

1. SUBMISSION REQUIREMENTS:

- One copy of site plan, elevations, and foundation details. Online submissions emailed to planning@kitchener.ca.
- To determine if a City Site Plan is available, please contact the Records Administrator at building@kitchener.ca.
- Applications for fascia and projecting signs must be accompanied by a photo or an architectural drawing of the building or portion of the building to which the sign is attached.
- A ground supported or tower sign exceeding 1.8 metres in height, a roof sign exceeding 9.29 m², or a projecting sign attached or fastened in any manner to a parapet wall or weighs more than 25 kg **must** be designed by an architect or professional engineer.
- Refer to supplementary "Submission Requirements for Sign Permit Applications" document for additional information and applicable fees.

2. FEE PAYMENT

Please indicate which form of payment will be provided. Accepted forms of payment include:

- ☐ Cash / Debit (in-person only)
☐ Cheque (payable to the City of Kitchener)
☐ Credit card

3. PROJECT INFORMATION:

Street Address: _____	Unit Number: _____
Estimated Project Value: \$ _____	

4. BUSINESS:

Name: _____

5. APPLICANT:

Name: _____	Phone: _____
Company: _____	Extension: _____
Street Address: _____	Email: _____
City/Province: _____	Postal Code: _____

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6. SIGN CONTRACTOR:

Name: _____	Phone: _____
Company: _____	Extension: _____
Street Address: _____	Email: _____
City/Province: _____	Postal Code: _____

7. TYPE AND NUMBER OF SIGNS TO BE ERECTED:

Awning _____	Ground Supported _____	Subdivision _____
Billboard _____	New Home Development _____	Tower _____
Construction Information _____	Projecting _____	Home Business Fascia _____
Fascia _____	Roof _____	

Is sign in a Mixed Use Corridor? Yes ☐ No ☐

Does sign contain automatic changing copy? Yes ☐ No ☐

8. STATUTORY DECLARATION

I, _____, solemnly declare that:

- a) I am the ☐ owner ☐ authorized agent of the owner ☐ the tenant ☐ authorized agent of the tenant of the above-named premises.
- b) I have personal knowledge of the particulars of this application stated above.
- c) All the information and statements given with this application, including drawings and specifications, are true to the best of my knowledge and belief.
- d) I know of no reason why the sign permit should not be granted to me pursuant to this application.

I have read the above and make this solemn declaration conscientiously, believing it to be true, and acknowledge it is of the same force and effect as if made under oath and by virtue of the Canada Evidence Act.

Signature: _____ Date: _____