

**Permit Application**

An application form must be fully completed and signed by the owner or his/her authorized agent. An agent must submit written authorization by the owner. The application must be accompanied by the required permit fee and plans.

**Permit Fee**

Permit fee shall be calculated in accordance with Schedule 'B' of Building By-law No. 33-2009, as amended. Personal cheques made payable to City of Oshawa, cash, money order, debit, and credit card are acceptable for payment of permit fees.

**Permit Plans**

Two (2) copies of the up-to-date plan of survey of the property prepared and signed by an Ontario Land Surveyor, if required.

Two (2) copies of site plan, describing the location of existing and proposed sign(s) with respect to property lines, driveways and buildings.

Two (2) copies of structural drawings, including design wind force, soil bearing capacity, type of soil, material of sign face, dimensions and grade of material of all structural members and connections. (An example of required information for a typical ground/pylon sign is shown on the reverse.)

One (1) copy of a soil investigation report (where applicable).

**Sign Alterations**

Complete structural drawings, as described above, are also required when new sign areas are added to the existing sign structure.

Alternately, a written certificate prepared and signed by an architect or a professional engineer is acceptable.

No permit is required for repainting or replacement of the sign face (panel copy) in the existing structural frame, provided that the sign area is not increased.

**Permit Plans Review**

Permit plans will be reviewed for compliance with the Ontario Building Code, Sign By-law No. 72-96, as amended and Airport Zoning Regulations. The applicant will be notified if any revisions to permit plans are required. For further information, contact Development Services Department, Building Permit Services at Tel: (905) 436-5658, or 1-800-6Oshawa, Fax: (905) 436-3857, and email: [buildings@oshawa.ca](mailto:buildings@oshawa.ca)

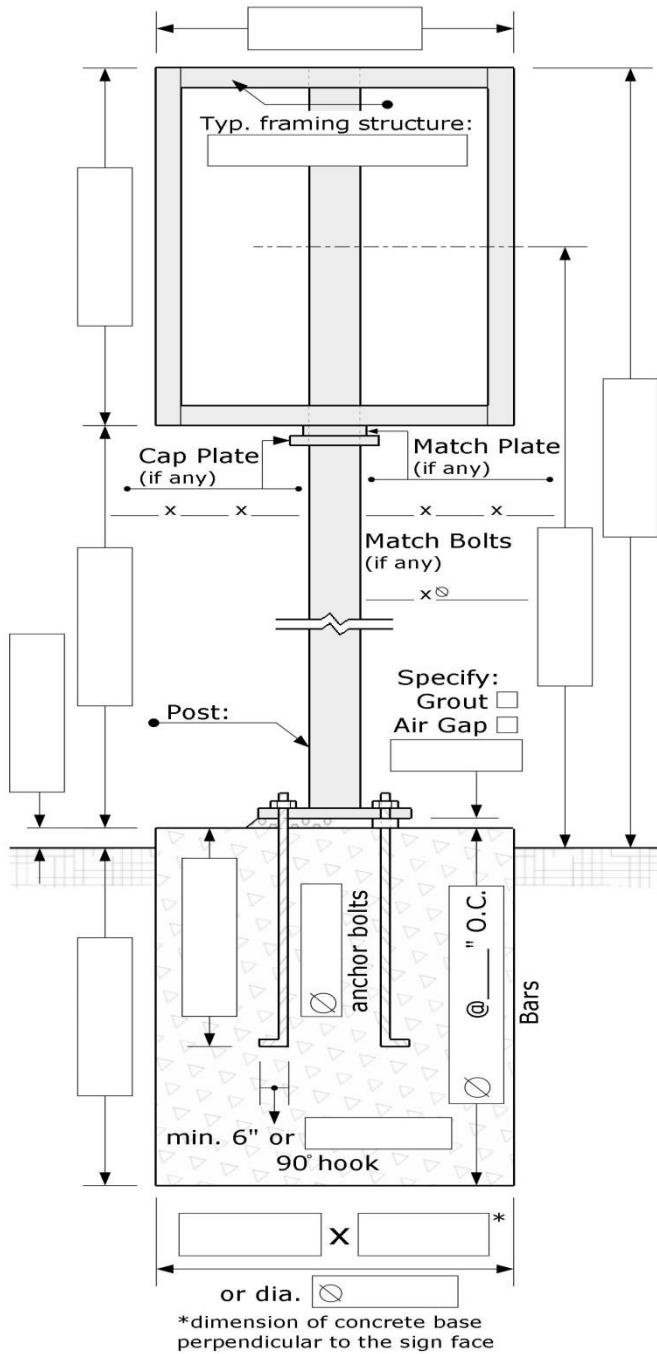
**Required Approvals by Others**

The applicant is responsible for obtaining approvals, where applicable, from other agencies prior to the issuance of a building permit such as:

- Ministry of Transportation Ontario (M.T.O.) – Corridor Management Section  
159 Sir William Hearst Ave, 7<sup>th</sup> Floor, Toronto M3M 0B7 Tel.: (416) 235-5385, Fax: (416) 235-4267  
Re: signs, structures and advertising located within ¼ mile (400m) of Highway 401 (Public Transportation and Highway Improvement Act).
- Region of Durham – Works Department ([works-reception@durham.ca](mailto:works-reception@durham.ca))  
105 Consumers Drive, Whitby L1N 6A3 Tel: (905) 668-7721, Fax: (905) 668-2051  
Re: permit to project a sign in any regional street or highway
- Region of Durham – Headquarters ([trafficdispatch@durham.ca](mailto:trafficdispatch@durham.ca))  
605 Rossland Road East, Whitby L1N 6A3 Tel: (905) 668-7711, (800) 372-1102
- The Corporation of the City of Oshawa – Building Permit Services  
50 Centre Street South, Oshawa L1H 3Z7 Tel: (905) 436-5658, or 1-800-6OSHAWA, Fax: (905) 436-3857, and email: [buildings@oshawa.ca](mailto:buildings@oshawa.ca)  
Re: permit to project a sign in any local street or highway
- The Central Lake Ontario Conservation Authority (C.L.O.C.A.)  
100 Whiting Avenue, Oshawa, Ontario L1H 3T3 Tel: (905) 579-0411, Fax: (905) 579-0994, and email: [mail@cloca.com](mailto:mail@cloca.com)  
Re: Construction in flood plain and/or placing of fill in restricted areas (Conservation Authorities Act).

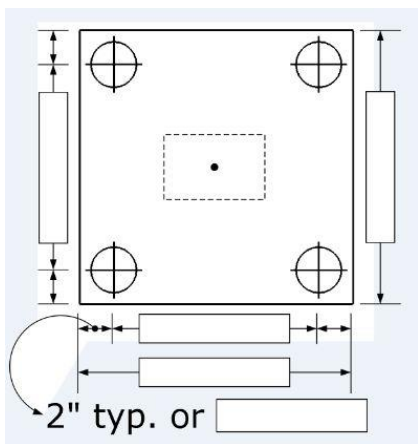
**Ontario Building Code**

Sign structures must be designed in accordance with Part 4 of the Ontario Building Code and where required in Division C, Sentences 1.2.1.1.(6), 1.2.2.1.(8), 1.2.2.2.(1) and 1.2.2.2.(2), they shall be designed and field reviewed by an architect or professional engineer.



**Base Plate Dimensions:**

Thickness: \_\_\_\_\_



Application No.: \_\_\_\_\_

**Soil Data:**

Type of soil = \_\_\_\_\_  
 Bearing capacity = \_\_\_\_\_  
 Lateral passive pressure = \_\_\_\_\_

**Soil Information:**

Factored Bearing Pressure = \_\_\_\_\_ kPa  
 Lateral Bearing Pressure = \_\_\_\_\_ kPa  
 Internal Friction Angle = \_\_\_\_\_  
 Unit Weight = \_\_\_\_\_ kg/m<sup>3</sup>  
 Cohesion = \_\_\_\_\_ kPa

**Design Data:**

2012 OBC SB-1 and 2015 NBC Structural Commentaries, Figure I-12 "Free-standing plates, Walls and billboards":  
 Wind pressure (1/50) q = 0.48 kPa (10psf)

Normal wind force F<sub>n</sub> = \_\_\_\_\_  
 Areas subject to wind = \_\_\_\_\_  
 Design wind load = \_\_\_\_\_

**Material Grade:**

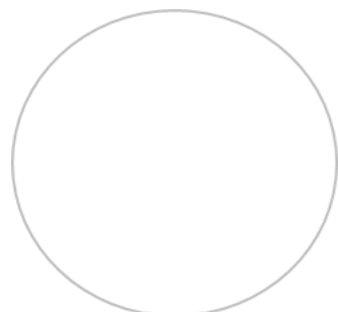
Steel: \_\_\_\_\_  
 Aluminum: \_\_\_\_\_  
 Concrete: \_\_\_\_\_  
 Reinforcing bars: \_\_\_\_\_  
 Wood species: \_\_\_\_\_

**Sign Face Material & Thickness:**

**Other Information:**

Signature	
Name	
Title	
Organization	
Address	
Email Address	
Phone No.	
Fax No.	
Date	

- P. Eng.  OAA  CET  MAATO  BCIN  
 None of the above



Professional Seal

Note: A ground sign that exceeds 7.5 metres in height above the adjacent finished ground shall be designed and field reviewed by an architect or professional engineer as per OBC Division C, Sentences 1.2.1.1.(6), 1.2.2.1.(8), 1.2.2.2.(1) and 1.2.2.2.(2).