



Planning & Development Services
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TOWN OF AJAX
65 Harwood Ave South
Ajax ON L1S 2H9
www.ajax.ca

Permit to Construct / Install Signs

All Buildings

Fees:

- Building Permit Fee pursuant to the current Town of Ajax Building By-law
- Estimated construction value (to be checked against the TACBOC valuation)

Application Forms:

- Completed Application for a Permit to Construct or Demolish
- Letter of Authorization
- Completed Confirmation of Commitment by Owner and Field Review forms (where applicable)
- A completed Applicable Law Checklist (where necessary)

Drawing Submission:

- Two copies of the Site Plan/Legal Survey indicating the size and location of the proposed sign(s)
- Two copies of fully dimensioned Construction Drawings, including:
 - for ground signs the drawings must show the proposed foundation,
 - for fascia signs the method of anchoring the sign to the building face,
 - height off of the ground
- General Review by a Professional Engineer and/or Architect is required for;
 - A ground sign which exceeds 7.5m (24 feet 7 inches) in height above the adjacent finished ground,
 - A projecting sign which weighs more than 115kg. (254 lbs.), or,
 - A roof sign that has any one face which exceeds 10 m² (108 ft²)

This is a general list of requirements and is not intended to be comprehensive.

FORM: PLD-074

REVISED: 14/06/12
