



**Planning & Development Services**

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**TOWN OF AJAX**

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## **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 LMCBO valuation)

### **Document Submission Requirements**

All documents and drawings are to be in PDF format.

### **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:**

- Site Plan/Legal Survey indicating the size and location of the proposed sign(s)
- 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 m<sup>2</sup> (108 ft<sup>2</sup>)
  - Area of the façade (width & length)
  - Area of the wall signs (width & length)

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