

Building Services Notice



Changes to permanent sign program

Attention: Sign companies

May 29, 2018

In order to improve safety and facilitate improved turnaround times relating to the permanent signs, the following changes will come into effect July 1, 2018:

1. Permits for freestanding signs over 1.8m above ground level will be required to be designed and reviewed by a professional engineer.
2. Permits for projecting building signs (including addresses) weighing more than 25kg will be required to be designed and reviewed by a professional engineer.
3. In addition to the "Application for a Permit to Construct", a "Sign permit details – Permanent Signs" will also be required to be submitted with all permanent sign permit applications. For your convenience, these forms are available online together as part of a new "Permanent sign application package" at guelph.ca/signs.
4. Permits relating to permanent signs will be reviewed within **ten** business days.

Thank you for your anticipated cooperation.

Sincerely,

Rob Reynen
Chief Building Official
Building Services
City of Guelph

For more information

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Frequently Asked Questions

Changes to permanent sign program

- 1. Are these changes related to the current review of the City of Guelph Sign Bylaw?**
No, the City of Guelph Sign Bylaw review is ongoing and these changes are not part of that process.
- 2. If I submit my completed permit application prior to July 1, 2018, but the permit is not issued by this time, will these changes affect that application?**
No, these changes will only affect sign permit applications received after July 1, 2018.
- 3. If the sign consists of individual channel letters, do you consider the weight of the sign as the total of all of the letters or is the weight calculated individually per letter?**
If the letters are mounted individually directly onto the building, the weight of each letter will be considered individually. If the letters are mounted to a raceway, backer, or any other type of sign component, then the total weight will be calculated.
- 4. Will a projecting sign located on a parapet structure still be required to be designed and reviewed by a professional engineer?**
Yes, a projecting sign of any weight located on a parapet structure will still be required to be designed and reviewed by a professional engineer.
- 5. Are there additional permit fees as a result of these changes?**
No, the permit fees relating to signs will remain the same.
- 6. Will there be additional inspections required after July 1, 2018?**
Inspections will vary depending on the type of sign. Each permit will specifically list the required inspection(s).

For more information

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