



Municipality of
Dutton Dunwich

Sign Permit Application Submission Guide

The Ontario Building Code requires that a building permit be issued for signs that are attached to a building or are designated structures. All applications may be applied for on the **Cloudpermit** portal for online permit applications. This portal will save you from driving to the office to drop off the applications and printing all of the documents. Please see link to **Cloudpermit** below.

<https://ca.cloudpermit.com/login>

Please call or email if you need any assistance in setting up your **Cloudpermit** account at building@duttondunwich.on.ca

Ground Signs

- Sign Permit Application (form to be completed in **Cloudpermit**)
- Survey/Site Plan to scale, with all measurements in metric indicating location of proposed signs, including setbacks from all property lines and any existing buildings on the site, total frontage of property, all boundary lines, location of existing signage, all entrances and exits from buildings
- Structural details including foundation, base and/or column detail, indicating materials, dimensions and anchorage details for the sign
- Elevation detail showing area of the sign face and the message to be displayed.
- Owner's Authorization Form (Required if Applicant is not the Owner)

Wall Signs

- Sign Permit Application
- Survey/Site Plan to scale, with all measurements in metric indicating location of proposed signs on the building
- Construction Drawings - materials and method of attachment to the building including the weight of the sign
- Elevation detail of the wall face of the building or unit on which the proposed sign is to be located indicating the dimensions of both the building or unit and the proposed sign.

Fees and Charges

See Fees and Charges By-law 2022-26

Other Approvals

Approvals from other Agencies may be required before a sign permit application can be processed and before a permit is issued for construction. These approvals are not administered by the Chief Building Official. Please ensure all other required approvals are complete such as Conservation Area permits, Planning Approvals, MTO Sign off for signs located within 400 m of 401 etc.

Next Steps

Submit complete application including supporting documentation to the Municipality of Dutton Dunwich via your [Cloudpermit](#) application portal. Application is reviewed for completeness and compliance with the Ontario Building Code and Applicable Law. Application review comments are provided during review to identify any outstanding requirements and to summarize permit fees. Permit will be issued when review is complete and all fees are paid. Construction begins and inspections may be scheduled. Building Inspector checks major phases of construction until Final inspection.

Incomplete permit applications will delay permit processing time. Construction shall not start until permit has been issued.