

## **Building Checklist for Signage**

### **Information to be provided to apply for a Building Permit:**

1. Completed Application Form.
2. A copy of the Certificate of Title.
3. Three (3) copies of fully dimensioned drawings at 1:100 to show:
  - a) elevations;
  - b) sections;
  - c) location of structural members.
4. Three (3) copies of an Allotment Plan at 1:500 to show:
  - a) boundaries and dimensions of the site;
  - b) any easements on the site or any adjoining properties (footing - angle of repose details if applicable);
  - c) the location of the site to the nearest street or corner;
  - d) the position of the proposed sign and its relationship to the site boundaries and any other buildings on the site. Also, the near side and front setback positions of any building that exists on all adjoining properties.
5. Three (3) copies of specifications for the sign, or fully detailed notation on plans.
6. Planning Approval if applicable  
(Building & Planning applications can be lodged concurrently).
7. Three (3) copies of engineering computations, drawings for design of sign and footings.
8. A Structural Engineer Certification Certificate.
9. Three (3) copies of soil report. If applicable.