



## TOWN OF TECUMSEH BUILDING SERVICES

### **GUIDE TO OBTAINING A SIGN PERMIT (including portable/mobile signs)**

#### **REQUIREMENTS FOR OBTAINING A PORTABLE/MOBILE SIGN PERMIT**

##### **Portable/Mobile Sign Permit Information:**

A portable sign is only permitted on the property for which it is advertising. Accordingly, the property owner (the business owner may apply and pay for the permit) is responsible for obtaining the required permits. One portable sign is permitted per property once per calendar year for a maximum of 60 consecutive days. Portable signs cannot be placed on Municipal property.

##### **How to apply for a portable/mobile sign permit:**

- **STEP #1**  
Complete a **Portable/Mobile Sign Permit Application**, available on this website.
  
- **STEP #2**  
Attend the Municipal Offices at 917 Lesperance to submit your completed application to the Building Department Clerk or alternatively your application may be mailed to the Municipal Offices with the required fee, (see **Contact Information** on this website) to the attention of the Building Department Clerk. Your application will be reviewed for completeness by the Building Department. Subsequent to the review you will be contacted to either pick-up or pay for your permit (if payment was not provided by mail) or be requested to provide further information; alternatively the permit may be mailed to you at your request.

#### **REQUIREMENTS FOR OBTAINING A PERMANENT SIGN PERMIT**

##### **Sign Permit Information:**

Permanent signs include but are not limited to ground signs, pylon signs, fascia signs and projecting signs. Signs are only permitted by permit and in accordance with the **Towns Sign By-law** a copy of which is available on this website under frequently requested By-laws. The property owner is responsible to obtain a permit prior to the erection of any sign.

## **How to apply for a permanent sign permit:**

- **STEP #1**  
Complete a **Sign Permit Application (other than portable sign)**, which is available on this website.
  
- **STEP #2**
  - Submit 2 copies of a site plan showing all existing buildings and the proposed SIGN location, complete with setback measurements.
  - Submit 2 copies of construction drawings and a picture of the proposed sign including proportions. (Size and setback information can be obtained from the **Towns Sign By-law** a copy of which is available on this website under frequently requested By-laws).
  
- **STEP #3**  
Further approvals may be required from the following: (Check with the Building Dept.)
  - Essex County Engineering Department
  - Ministry of Transportation
  
- **STEP #4**  
Attend the Municipal Offices at 917 Lesperance to submit your completed application to the Building Department Clerk. Your application will be reviewed for completeness by the Building Department. Subsequent to the review you will be contacted to either pick-up and pay for your permit or be requested to provide further information.

## **Permit fees:**

Permit fees can be found in the **Fee Schedule** on this website.

## **Prior to Construction:**

- Take all necessary steps to acquire locates for all utilities, including but not limited to **HYDRO, WATER, CABLE, TELEPHONE and GAS** lines prior to digging.
- Check all **DEEDS** to assure that the building is not erected on Easements or Right-of-Ways.
- It is the responsibility of the owner to make arrangements with the Building Dept. to have all the necessary inspections conducted. Inspections can be booked at **519-735-2184, ext. 103.**

*This information is provided as a guideline only. For additional information, please contact Building Services at 519-735-2184, ext. 103. These requirements are subject to change without notice.*