



The Corporation of the City of Owen Sound
Community Services Department
Building Division

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SIGN PERMIT APPLICATION INFORMATION

Owen Sound City Council passed Sign By-law 2014-001 on January 13, 2014. If you are considering erecting a sign, please review this By-law. This information sheet is meant to help you understand the Sign Permit Application process. If you have questions, please contact the Building Division at the phone number or email address above, or visit us online.

1. Introduction:

The Sign By-law regulates signs and other advertising devices with the intent of authorizing signs that:

- are appropriate in size, number and location;
- provide reasonable and appropriate means for the public to locate and identify facilities, businesses and services;
- are compatible with their surroundings and are consistent with the urban design and heritage goals and objectives of the City in accordance with the Official Plan;
- protect and enhance the aesthetic qualities and visual character of the City;
- do not create a distraction or safety hazard for pedestrians or motorists; and
- minimize adverse impacts on nearby public and private property.

2. Scope:

The Sign By-law regulates the location, size, number, construction, alteration, repair and maintenance of all Signs on private and public lands within the City.

The Sign By-law does not apply to:

- awnings and marquees that do not project over a street except that any sign thereon shall be subject to the provisions of this by-law;
- signs posted on the interior surface of any window or glass door in any building in any zone except in R1, R2, R3, R4 and RS zones, or any sign displayed in the interior of any building.

Where a sign is not expressly permitted by the Sign By-law, it shall be deemed to be prohibited.

3. Zoning:

Sign Type and Zoning are tied to each other. Each sign type is permitted in certain Zones within the City. Review the Sign By-law to determine whether the type of sign you would like to erect is allowed in the Zone assigned to your property.

How to check the Zoning of your property:

- Go to www.owensound.ca/zoning-bylaw, click on "Application & Documents" and open "Schedule 'A' – Zoning Maps."
- Locate your property on a Zoning Map and identify the zone that has been applied to your land (e.g., R1 for Single Detached Residential or C1 for Core Commercial).
- If you are unsure, contact the Planning Division at (519) 376-4440, ext. 1232.

4. Applying for a Sign Permit:

Where a Sign Permit is required by the Sign By-law, applicants shall provide the following:

- a complete application in the form provided by the City;
- all plans, drawings and other materials as required by the City;
- a non refundable permit fee as set out in the City's Fees and Charges By-law;
- written authorization of the property owner where the applicant is not the owner of the property where the sign will be displayed; and
- proof of approval for the proposed sign from all governmental authorities having jurisdiction where required.

5. Other Requirements:

All signs must comply with the Sign By-law, by-laws passed by County of Grey, the Ontario Building Code and any federal or provincial act or regulation.
A Sign Permit issued by the City shall expire six months from the date of issuance, unless the sign is displayed for its intended purpose; or upon the removal of the sign. An application may be renewed.

6. Community Event Signage:

"Community Event" - a not-for-profit or for-profit event held in a City park, open space, property or facility. Community Event Signage includes:
"Cross Street Banner" - made of a flexible material intended to be suspended on the City's cross street banner poles, located on 2nd Avenue East between 7th St East and 11th St East.
"Fence Banner" - a single or double faced sign made of flexible material suspended between two points, which is intended to be attached to a fence.
"H-Frame Sign" - a single or double sided free standing sign on a rigid or semi rigid material affixed to a steel or metal frame with a base intended to be pushed into the ground.
"Portable Sign" - a single or double faced sign which is free standing and moveable and is not permanently anchored to the ground or any structure.
"Sandwich Sign" - a free standing single or double faced sign.
Community Event Signage requires a minimum \$2 million liability insurance naming the City as an additional insured relating to the placement of the sign(s).
Review the Sign By-law to determine what types of Community Event Signs you may display and where to display them.

7. Sign Permit Fees:

Kind of Sign	Permit Fee
Banner, Billboard, Developer Sign, EMD Readograph, EMD Static Sign, Fascia Sign, Ground Sign, Inflatable Sign (non-holiday), Projecting Sign, Pylon Sign, Roof Sign or Sandwich Sign (includes Accessory and Non-Accessory)	\$20.00/sq m, minimum \$75.00
Cross Street Banner	invoiced by the City based on actual costs to display and take down
For-profit Community Event Signs including H-Frame Sign, Fence Banner, Portable Sign or Sandwich Sign	\$50.00
Not-for-profit Community Event Signs including H-Frame Sign, Fence Banner, Portable Sign or Sandwich Sign	No charge
Portable Sign	\$100.00
Temporary Banner	\$25.00