



To arrange an inspection or if you have any questions, please contact:

Murray Gahan, Chief Building Official

613-432-8166, Ext.304

mgahan@town.renfrew.on.ca

The following documents must be submitted before a sign permit can be issued:

- 1) A completed sign permit application form (which you can find at <http://www.town.renfrew.on.ca/permits.php> or you can pick it up at the Development & Works Office, 127 Raglan Street South, Renfrew, Ontario)
- 2) The deed to the property.
- 3) Detailed specification and drawings which clearly indicate the following:
 - a) The letters, numerals, insignia, and colours being used in the sign;
 - b) All sign dimensions including the overall sign face area;
 - c) The illumination of sign faces;
 - d) The materials of which the sign is to be constructed;
 - e) In the case of building signs (walls, soffit, and canopy signs), elevation of the building showing all details such as windows, doors, fascia, signs, etc.;
 - f) In the case of ground signs, the location of the ground sign in relation to street lines, property lines, and any building on the property, as well as the parking areas adjacent to the sign and the means of ingress and egress for vehicles.

A sign permit cannot be issued until the Chief Building Official has examined and approved these documents.

Failure to comply with these requirements is a violation of the Town's Sign By-law (By-law 34-81, as amended) established under the Municipal Act. A contravention of By-law 34-81, as amended, may result in removal of the sign and/or a fine up to \$1000.