

## TOWNSHIP OF PERTH SOUTH

### BY-LAW NO. 46-2019

#### A By-law to regulate the Erection of Signs and other advertising devices in the Township of Perth South

**WHEREAS** Section 11(3) 7 of the *Municipal Act 2001*, Chapter 25, as amended (the "Act"), provides that a municipality may pass by-laws respecting structures, including fences and signs;

**AND WHEREAS** the *Building Code Act, 1992*, S.O. 1992, c.25, as amended (the "Building Code Act"), empowers a Council to pass by-laws respecting building permits and the issuance thereof;

**AND WHEREAS** Section 436 of the *Municipal Act* provides that a municipality has the power to pass by-laws providing the municipality to enter on land at any reasonable time for the purpose of carrying out an inspection to determine whether or not a by-law of the municipality is being complied with;

**NOW THEREFORE** the Council of the Township of Perth South **ENACTS** as follows:

#### 1.0 DEFINITIONS

The following terms shall, for the purpose of this by-law, have the meanings stated below;

**"Area"** shall mean the total square metres of any sign including the border or frame surrounding the display area but shall not include supporting structure required for a pole sign. In the event the sign consists of individual letters, either painted or affixed to a building, the area shall be deemed to be the length of all letters times the average height of the letters;

**"Animated Sign"** means any sign that includes action or motion within the sign area. For purposes of this by-law the term does not refer to flashing, rotating or automatic changing signs;

**"Billboard Sign"** means any sign constructed of steel or other suitable material having a maximum display area of 7.6 metres wide (25 feet) by 3.7 metres high (12 feet). Printed posters are temporarily posted or painted directly on the face of the sign;

**"Building Sign"** means any sign that is attached to or forms part of any building;

**"Council"** means the Municipal Council of the Municipality of Perth South;

**“Chief Building Official”** means the Chief Building Official (C.B.O.) of the Township of Perth South;

**“Election Signs”** means a sign which advertises or promotes the election of a political party or a Candidate for federal, provincial, municipal or school board election; and includes any Sign of a Registered Third-party Advertiser;

**“Erected”** means attached, altered, built, constructed, reconstructed, enlarged or moved, but does not include copy changes on any sign;

**“Flashing Sign”** means any sign which contains an intermittent or flashing source, or which includes the illusion or intermittent or flashing light by means of animation, or an externally mounted intermittent light source;

**“Height”** means the highest point of any sign and shall be measured from ground level to the highest point;

**“Home Occupation Sign”** means a sign identifying a home occupation as defined by the Zoning By-Law Section 3.71;

**“Lot”** means a parcel of land the description of which is registered in a registry office as a separate parcel of land and as such could be sold without the consent of any public body;

**“Illuminated Sign”** means any sign designed to provide artificial light either through exposed lighting on the sign face or through transparent or translucent material from a lighting source within the sign;

**“Jurisdiction”** means within the Township of Perth South boundaries;

**“Maintain”** means to permit a sign structure to continue or, where required, to repair or refurbish a sign or sign structure;

**“Mobile Sign or Portable Sign”** means a sign mounted on a trailer or other structure which is designed in such a manner to facilitate its movement from place to place;

**“Non-Conforming Sign (Legal)”** means any advertising structure or sign which was lawfully erected and maintained prior to such time as it came within the enactment of this by-law;

**“Person”** means and includes any person, firm, corporation or organization;

**“Pole Sign”** means any sign that is supported by its own structure and is permanently affixed to the lot that it is located;

**“Registered Third Party Advertiser”** means, in relation to an election in a municipality, an individual, corporation or trade union that is registered in accordance with the Municipal Elections Act, 1996, as amended

**“Roof Sign”** means any erected upon, against or directly above a roof, said sign shall not extend beyond the perimeter of the roof;

**“Sign”** means any identification, description, illustration, or device illuminated or non-illuminated visible from any public place or located on a private property and exposed to the public which directs attention to a product, service, place, activity, person, institution, business or solicitation, including any permanently installed or situated merchandise; or any emblem, painting, banner, pennant, placard or temporary sign deigned to advertise, identify or convey information, with the exception of window displays and flags or emblems of patriotic, civic, educational, religious organizations or private clubs. Signs shall also include all sign structures;

**“Township”** means the Corporation of the Township of Perth South;

**“Voting Place”** means the area designated by the Clerk of the Municipality in which the facilities for the conduct of the vote are located. The area designated may include the whole property, up to and including the curb, in order to provide curb side access for disabled voters.

**“Window Sign”** means a sign posted , painted , placed or affixed in or on a window exposed to the public view;

**“Zone”** means an area established in the Township of Perth South’s Comprehensive Zoning By-law as amended.

## 2.0 **ADMINISTRATION**

### 2.1 **Permits**

a) Except for signs permitted under section 2.4, a permit must be obtained in accordance with this By-Law prior to the erection, structural alteration, replacement or display of a sign.

b) Where an application for a permit is approved, the applicant shall, prior to the issuance of the permit, pay the Township a fee in accordance with the Permit and Fee Schedule set by Council.

## 2.2 Application

- a) Application for a sign installation must be filed with the Municipal Building Department, accompanied by the applicable fee. The required application is attached hereto as Schedule B and forms a part of this By-Law.
- b) Applications must be accompanied by a set of drawings and specifications covering the construction of the sign, and structure. Where applicable, this will include drawings stamped by a registered professional engineer.
- c) Applications must be accompanied by a site plan indicating the proposed location on site, frontages and setbacks.
- d) Required written approvals from County or Provincial Highway Departments or Government Agencies must also be obtained and submitted with the application, where required.

2.3 Location and placing of a mobile sign as permitted in Section 3.7 shall be subject to an application being made to the Chief Building Official on each occasion such a sign is utilized at a fee as determined from time to time by the Permit and Fee Schedule set by Council.

## 2.4 Signs that do not require a permit

- a) Signs erected by the Township of Perth South, the County of Perth, the Province of Ontario, the Government of Canada, and any signs erected under any municipal by-law pursuant to the Municipal Act, are exempt from the provisions of this by-law.
- b) Public notification signage required by the Township of Perth South, the County of Perth, or other government agency in regard to an application under the Planning Act R.S.O. 1990 (as amended), shall be exempt from this By-law.
- c) *Real Estate Signs*: double-faced real estate signs having an area not in excess of 1 square metre per face.
- d) *Construction Signs*: contractor job site signs.
- e) *Residential Signs*: any sign identifying the address and owner of a private residence on which the sign is located having an area not in excess of 0.3716 of 1 square metre (four square feet)
- f) *Subdivision sign*: as required by the Township of Perth South subdivision servicing agreement.

- g) *No Trespassing Signs*: not greater than 1 square metre in area.
- h) *Vehicle Control Signs*: not greater than 1 square metre in area.
- i) *Window Signs*: defined as a sign located within a building storefront, visible from the street and may be mounted, painted or etched on the inside of any window.
- j) *Election Signs*: defined under Section 3.4 of this by-law.

## 2.5 **Prohibited Signs**

Notwithstanding any other provisions of this By-Law, no person or business shall erect on any premises any of the following signs:

- a) Any sign on Township property.
- b) A sign that is located as to obstruct the view of any pedestrian or motor vehicle driver or obstructs the visibility of any traffic sign or device, so as to cause a hazardous condition or the obstruction on a corner triangle as required under any zoning by-law at the intersection of two streets.
- c) A roof sign.
- d) A sign that depicts sexually explicit conduct, nudity or violence.
- e) Any sign located on public property, unless consent is given by Council.
- f) A sign that is attached to a public utility pole and interferes with any Municipal service of public utility.
- g) A sign which projects over any pedestrian access or walkway that is located less than 2.4m above the surface of said area.
- h) Any sign that does not comply with the Ontario Building Code.
- i) A billboard sign located in any zone other than Agricultural
- j) A sign that does not comply with this By-Law, or contravenes any other applicable law.

## 3.0 **GENERAL PROVISIONS**

### 3.1 **Existing Signs**

- a) Any sign that is in use in any zone within the Township prior to the passing of this By-Law may continue to be used subject to the following conditions:

i) Any application to modify any sign and or signs excluding the advertising area shall only be permitted if the alterations will cause the signs and or signs to comply with the appropriate provisions of this By-Law.

ii) Nothing in this provision shall be deemed to permit any sign erected prior to the passing of the By-Law if the owner and or lessee of the sign have been notified of its non-conformity to previous By-Laws.

### **3.2 Building Signs**

a) No building sign shall be permitted to extend or protrude above the eaves or cornice of a building

b) No building sign shall be permitted to extend beyond the end of the extremity of the building or of that portion of the building a business occupies, whichever is applicable.

c) No building sign shall be permitted to hang or protrude more than 30 cm from the surface of a building.

### **3.3 Mobile Signs**

a) Mobile Signs will be permitted for a period not exceeding one hundred and twenty calendar days in any calendar year.

b) Only one mobile sign shall be permitted on any one lot at the same time.

### **3.4 Elections Signs**

a) General

i) No person shall, by any means, attach an election sign or poster to any public tree.

ii) No municipal election sign shall be placed on a utility pole or light standard.

iii) No person shall erect or cause to be erected any election sign in areas zoned as Environmental Protected Land.

iv) An election sign shall not display a Township logo, crest, seal or other Township identification.

v) Only Candidates, registered third party advertisers, or their agents are permitted to erect municipal elections signs.

- vi) Election signs shall not be erected as a billboard sign.
- vii) Election signs will be permitted on private property, boulevards and Township road allowances during any election campaign and shall be removed within three days following the election.
- viii) Election signs shall not be posted on Township buildings or within an area designated a Voting Place by the Clerk of the Township for either Election Day or for the holding of an Advance Vote, including the parking lot and road allowance directly in front of Township buildings or designated voting place areas. This includes mobile signage.
- ix) No municipal election signs shall be erected prior to the second Friday in September of an election year, or forty-five (45) days prior to Voting Day in the case of a by-election.
- x) Election signs are prohibited within 9 metres of a corner intersection where two roadways intersect and at least 3 metres from the edge of the roadway.
- xi) No municipal election sign shall be erected outside of the jurisdiction of the position for which a candidate is registered.
- xii) No municipal election sign shall be posted in the Township of Perth South for a candidate in another municipal election.

**b) Abandoned Signs**

- i) Where an election sign is erected or displayed and the sign has not been removed 3 days after the election, the Chief Building Official and By-Law Enforcement Officer may immediately pull down or remove the sign.
- ii) Where a sign has been removed by the Township and stored for a period of fourteen days and has not been redeemed, the Township may then destroy or otherwise dispose of the sign(s) without notice or compensation to the candidate.

**3.5 Lighting of Signs**

- a) The lighting of any sign must be oriented in such a manner so that the illumination is not directed towards any public roadway or building used for human habitation. The lighting of all signs shall be subject to the approval of the appropriate road authority and municipal sign By-Law.
- b) The lighting of any sign shall not be such that it would allow for the distraction of motorist on any road or highway.

### 3.6 Maintenance

a) Every sign shall be kept in good repair and in a safe and secure condition as not to endanger the safety of the public at any time.

### 3.7 Location

a) No sign or advertising device shall be located upon any building so as to obstruct any window, door, fire escape or skylight to prevent free access of firefighters for the purpose of firefighting.

## 4.0 ZONES

4.1 Subject to the general provisions set down in Section 3 of this By-Law, all signs in zones noted, shall be limited to the following number, size, type and provisions.

### 4.2 Residential Zones

a) Pole Signs                      None Permitted

b) Building Signs

1. Number permitted              1

2. Area permitted                      0.3716 sq. metres (4 sq. ft.) on one side to a maximum cumulative area of 0.7432 square metres (8 sq. ft.)

3. Height permitted                  See Section 3.2

4. Length permitted                  See Section 3.2

c) One Home Occupation Sign may be erected to display a legally existing home occupation, in accordance with section 4.2

### 4.3 Commercial, Industrial and Institutional Zones

a) Pole Signs

1. Number permitted              1

2. Area permitted                      6.967 square metres (75 sq. ft.) on one side to a maximum cumulative pole area of 13.935 square metres (150 sq. ft.)

3. Height permitted                  7.62 metres (25 ft.)



- 4. Setback permitted 5 metres (16.4 ft.).
- b) Building signs
  - 1. Number permitted 1
  - 2. Area permitted 4.645 sq. meters (50 sq. ft.)
  - 3. Height permitted See section 3.2
  - 4. Length permitted See Section 3.2

#### 4.4 Agricultural Zones

- a) Pole Signs
  - 1. Number permitted 1
  - 2. Area permitted 6.967 square metres (75 sq. ft.) on one side to a maximum cumulative pole area of 13.935 square metres (150 sq. ft.)
  - 3. Height permitted 7.62 metres (25ft)
  - 4. Setback permitted 5 metres (16.4 ft)
- b) Building Signs
  - 1. Number permitted 1
  - 2. Area permitted 4.645 sq. metres (50 sq. ft.)
  - 3. Height permitted See section 3.2
  - 4. Length permitted See section 3.2
- c) Billboard signs

A Billboard sign may be erected on a lot and are subject to the following provisions:

- 1. No more than one billboard structure may be erected on any one lot,
- 2. The maximum height of a billboard, including the support structure, shall be 7.62 metres (25 ft.) above finished grade,
- 3. The maximum length of a billboard shall be 7.62 metres (25ft.)

4. No billboard shall be erected within 1500 metres (4921ft.) of another billboard, Village or Hamlet,
5. No new billboard sign may be erected within 100m of a dwelling,
5. Billboards may only be erected on lands zoned Agricultural, with a minimum lot size of 20.23 hectares (50 acres), and
6. A billboard may also be erected on a railway, Ontario Hydro, County or Ministry of Transportation property, provided that proof of permission is submitted at time of application.

## **5.0 PENALTIES**

- 5.1 a) In addition to any other party who commits the offence, the owner, lessee and occupant of any property on which a sign is constructed other than in accordance with the provisions of this by-law, with respect to which an offence against this by-law is committed, shall be deemed to have committed the offence.
- b) Every person who contravenes any provision of this By-law is guilty of an offence under the provisions of the Provincial Offences Act and upon conviction is liable to a fine as provided for in the Provincial Offences Act, R.S.O. 1990, c. P. 33, as amended.
- c) The Township reserves the right to remove any delinquent signs that contravene this By-law in any manner. Such sign may be removed without notice, at the expense of the owner and cost will be recovered through municipal real property taxes. Despite the foregoing, the cost incurred by the Township in removing a sign or restoring a site is a debt due to the Township of Perth South and may be recovered in any court of competent jurisdiction.
- d) Every person who contravenes any of the provisions of this by-law is guilty of an offence and pursuant to section 429 of the Municipal Act, and all contraventions of this by-law are designated as continuing offences.
- e) Schedule "A" of this By-Law contains set fines.

## **6.0 ABANDONMENT**

- 6.1 An application for a permit for any work shall be deemed to be abandoned six months after the date of filing.
- 6.2 Every permit shall expire by limitation and become null and void under the provisions of this by-law, if work authorized by the issuance of a permit has not commenced within six months from the date of issuance, or if work authorized by

such permit is suspended or abandoned for a period of six months after commencement of such work.

## **7.0 ENFORCEMENT**

7.1 This by-law may be enforced by the Township of Perth South Chief Building Official/By-law Enforcement Officer.

## **8.0 INSPECTION**

8.1 The Township may enter on land at any reasonable time for the purpose of carrying out an inspection to determine whether or not the following are being complied with:

- a) This by-law; or
- b) An order made under the Municipal Act.

## **9.0 COLLECTION OF UNPAID FINES**

9.1 Pursuant to s. 441 of the Municipal Act, if any part of a fine for a contravention of this by-law remains unpaid after the fine becomes due and payable under s. 66 of the Provincial Offences Act, R.S.O. 1990, c. P.33, as amended, including any extension of time for payment ordered under that section, the Director may give the person against whom the fine was imposed a written notice specifying the amount of the fine payable and the final date on which it is payable, which shall be not less than twenty-one (21) days after the date of the notice.

9.2 If the fine remains unpaid after the final date specified in the notice, the fine shall be deemed to be unpaid taxes for the purposes of s. 351 of the Municipal Act.

## **10.0 SCHEDULES**

10.1 Any schedules which are attached to this by-law shall form a part of this by-law.

## **11.0 SHORT TITLE**

11.1 This by-law shall be known as the "Sign By-law".

11.2 Where applicable in this by-law, reference to singular shall include plural, and reference to masculine shall include feminine.

**12.0 SEVERABILITY**

12.1 If a Court of competent jurisdiction should declare any section or part of a section of this by-law to be invalid, such section or part of a section shall not be construed as having persuaded or influenced Council to pass the remainder of this by-law and it is hereby declared that the remainder of this by-law shall be valid and shall remain in full force and effect.

**13.0 FORCE AND EFFECT**

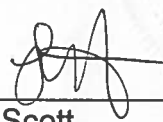
13.1 By-law 22-2018 is hereby repealed.

13.2 THAT this By-law shall come into force and take effect upon the final passing thereof.

**READ a FIRST and SECOND time this 13<sup>th</sup> day of August 2019.**

**READ a THIRD time and FINALLY PASSES this 13<sup>th</sup> day of August 2019.**

  
\_\_\_\_\_  
Mayor, Robert Wilhelm

  
\_\_\_\_\_  
Clerk, Lizet Scott

**CORPORATION OF THE TOWNSHIP OF PERTH SOUTH  
PART 1 PROVINCIAL OFFENCES ACT  
SCHEDULE 'A'  
BY-LAW NO. 46-2019 – SIGN BY-LAW**

| Item | Short Form Wording  | Provision<br>Creating or<br>Defining Offence | Set Fine |
|------|---|--|----------|
| 1.   | Erect sign or advertising device that obstructs visibility            | Section 2.5 (b)                              | \$100.00 |
| 2.   | Erect sign that obstructs view of any traffic sign or device          | Section 2.5 (b)                              | \$100.00 |
| 3.   | Erect sign that directs glare that would impede motorist's visibility | Section 3.5 (b)                              | \$100.00 |
| 4.   | Erect a sign without authorization                                    | Section 2.1 (a)                              | \$100.00 |
| 5.   | Erect sign on corner lot that forms a visual obstruction              | Section 2.5 (b)                              | \$100.00 |

Note: The penalty provision(s) for the offences indicate above is Section 5.0 of By-law 46-2019 a certified copy of which has been filed.

Approved by Township of Perth South Council November 5, 2019

### Application for a Permit to Construct or Demolish

This form is authorized under subsection 8(1.1) of the Building Code Act.

**For use by Principal Authority**

|  |               |                                |                            |
|--|---------------|--------------------------------|----------------------------|
| Application number:  |               | Permit number (if different):  |                            |
| Date received:   |               | Roll number:                   |                            |
| Application submitted to: _____<br>(Name of municipality, upper-tier municipality, board of health or conservation authority)  |               |                                |                            |
| <b>A. Project information</b>  |               |                                |                            |
| Building number, street name   |               | Unit number                    | Lot/con.                   |
| Municipality   | Postal code   | Plan number/other description  |                            |
| Project value est. \$  |               | Area of work (m <sup>2</sup> ) |                            |
| <b>B. Purpose of application</b>   |               |                                |                            |
| <input type="checkbox"/> New construction <input type="checkbox"/> Addition to an existing building <input type="checkbox"/> Alteration/repair <input type="checkbox"/> Demolition <input type="checkbox"/> Conditional Permit |               |                                |                            |
| Proposed use of building   |               | Current use of building        |                            |
| Description of proposed work   |               |                                |                            |
| <b>C. Applicant</b> Applicant is: <input type="checkbox"/> Owner or <input type="checkbox"/> Authorized agent of owner   |               |                                |                            |
| Last name  |               | First name                     | Corporation or partnership |
| Street address   |               | Unit number                    | Lot/con.                   |
| Municipality   | Postal code   | Province                       | E-mail                     |
| Telephone number<br>(    )   | Fax<br>(    ) | Cell number<br>(    )          |                            |
| <b>D. Owner (if different from applicant)</b>  |               |                                |                            |
| Last name  |               | First name                     | Corporation or partnership |
| Street address   |               | Unit number                    | Lot/con.                   |
| Municipality   | Postal code   | Province                       | E-mail                     |
| Telephone number<br>(    )   | Fax<br>(    ) | Cell number<br>(    )          |                            |

|   |  |                        |  |                             |
|---|--|------------------------|--|-----------------------------|
| <b>E. Builder (optional)</b>  |  |                        |  |                             |
| Last name   |  | First name             | Corporation or partnership (if applicable) |                             |
| Street address  |  |                        | Unit number                                | Lot/con.                    |
| Municipality  |  | Postal code            | Province                                   | E-mail                      |
| Telephone number<br>( )   |  | Fax<br>( )             | Cell number<br>( )                         |                             |
| <b>F. Tarion Warranty Corporation (Ontario New Home Warranty Program)</b>   |  |                        |  |                             |
| i. Is proposed construction for a new home as defined in the <i>Ontario New Home Warranties Plan Act</i> ? If no, go to section G.  |  |                        | <input type="checkbox"/> Yes               | <input type="checkbox"/> No |
| ii. Is registration required under the <i>Ontario New Home Warranties Plan Act</i> ?  |  |                        | <input type="checkbox"/> Yes               | <input type="checkbox"/> No |
| iii. If yes to (ii) provide registration number(s): _____   |  |                        |  |                             |
| <b>G. Required Schedules</b>  |  |                        |  |                             |
| i) Attach Schedule 1 for each individual who reviews and takes responsibility for design activities.  |  |                        |  |                             |
| ii) Attach Schedule 2 where application is to construct on-site, install or repair a sewage system.   |  |                        |  |                             |
| <b>H. Completeness and compliance with applicable law</b>   |  |                        |  |                             |
| i) This application meets all the requirements of clauses 1.3.1.3 (5) (a) to (d) of Division C of the Building Code (the application is made in the correct form and by the owner or authorized agent, all applicable fields have been completed on the application and required schedules, and all required schedules are submitted).<br>Payment has been made of all fees that are required, under the applicable by-law, resolution or regulation made under clause 7(1)(c) of the <i>Building Code Act, 1992</i> , to be paid when the application is made. |  |                        | <input type="checkbox"/> Yes               | <input type="checkbox"/> No |
| ii) This application is accompanied by the plans and specifications prescribed by the applicable by-law, resolution or regulation made under clause 7(1)(b) of the <i>Building Code Act, 1992</i> .   |  |                        | <input type="checkbox"/> Yes               | <input type="checkbox"/> No |
| iii) This application is accompanied by the information and documents prescribed by the applicable by-law, resolution or regulation made under clause 7(1)(b) of the <i>Building Code Act, 1992</i> which enable the chief building official to determine whether the proposed building, construction or demolition will contravene any applicable law.   |  |                        | <input type="checkbox"/> Yes               | <input type="checkbox"/> No |
| iv) The proposed building, construction or demolition will not contravene any applicable law.   |  |                        | <input type="checkbox"/> Yes               | <input type="checkbox"/> No |
| <b>I. Declaration of applicant</b>  |  |                        |  |                             |
| I _____   |  |                        |  | declare that:               |
| (print name)  |  |                        |  |                             |
| 1. The information contained in this application, attached schedules, attached plans and specifications, and other attached documentation is true to the best of my knowledge.  |  |                        |  |                             |
| 2. If the owner is a corporation or partnership, I have the authority to bind the corporation or partnership.   |  |                        |  |                             |
| _____   |  | _____                  |  |                             |
| Date  |  | Signature of applicant |  |                             |

Personal information contained in this form and schedules is collected under the authority of subsection 8(1.1) of the *Building Code Act, 1992*, and will be used in the administration and enforcement of the *Building Code Act, 1992*. Questions about the collection of personal information may be addressed to: a) the Chief Building Official of the municipality or upper-tier municipality to which this application is being made, or, b) the Inspector having the powers and duties of a chief building official in relation to sewage systems or plumbing for an upper-tier municipality, board of health or conservation authority to whom this application is made, or, c) Director, Building and Development Branch, Ministry of Municipal Affairs and Housing 777 Bay St., 2nd Floor, Toronto, M5G 2E5 (416) 585-8686.

## Schedule 1: Designer Information

Use one form for each individual who reviews and takes responsibility for design activities with respect to the project.

| A. Project Information   |  |   |          |
|--|--|---|----------|
| Building number, street name   |  | Unit no.  | Lot/con. |
| Municipality   | Postal code  | Plan number/ other description                    |          |
| B. Individual who reviews and takes responsibility for design activities   |  |   |          |
| Name   |  | Firm  |          |
| Street address   |  | Unit no.  | Lot/con. |
| Municipality   | Postal code  | Province  | E-mail   |
| Telephone number<br>(    )   | Fax number<br>(    )                                   | Cell number<br>(    )                             |          |
| C. Design activities undertaken by individual identified in Section B. [Building Code Table 3.5.2.1. of Division C]  |  |   |          |
| <input type="checkbox"/> House   | <input type="checkbox"/> HVAC – House                  | <input type="checkbox"/> Building Structural      |          |
| <input type="checkbox"/> Small Buildings   | <input type="checkbox"/> Building Services             | <input type="checkbox"/> Plumbing – House         |          |
| <input type="checkbox"/> Large Buildings   | <input type="checkbox"/> Detection, Lighting and Power | <input type="checkbox"/> Plumbing – All Buildings |          |
| <input type="checkbox"/> Complex Buildings   | <input type="checkbox"/> Fire Protection               | <input type="checkbox"/> On-site Sewage Systems   |          |
| Description of designer's work   |  |   |          |
|  |  |   |          |
| D. Declaration of Designer   |  |   |          |
| I _____ declare that (choose one as appropriate):  |  |   |          |
| (print name)   |  |   |          |
| <input type="checkbox"/> I review and take responsibility for the design work on behalf of a firm registered under subsection 3.2.4. of Division C, of the Building Code. I am qualified, and the firm is registered, in the appropriate classes/categories.<br>Individual BCIN: _____<br>Firm BCIN: _____ |  |   |          |
| <input type="checkbox"/> I review and take responsibility for the design and am qualified in the appropriate category as an "other designer" under subsection 3.2.5. of Division C, of the Building Code.<br>Individual BCIN: _____<br>Basis for exemption from registration: _____                        |  |   |          |
| <input type="checkbox"/> The design work is exempt from the registration and qualification requirements of the Building Code.<br>Basis for exemption from registration and qualification: _____  |  |   |          |
| I certify that:  |  |   |          |
| 1. The information contained in this schedule is true to the best of my knowledge.<br>2. I have submitted this application with the knowledge and consent of the firm.   |  |   |          |
| _____  |  | _____   |          |
| Date   |  | Signature of Designer                             |          |

**NOTE:**

1. For the purposes of this form, "individual" means the "person" referred to in Clause 3.2.4.7(1) d) of Division C, Article 3.2.5.1. of Division C, and all other persons who are exempt from qualification under Subsections 3.2.4. and 3.2.5. of Division C.
2. Schedule 1 is not required to be completed by a holder of a license, temporary license, or a certificate of practice, issued by the Ontario Association of Architects. Schedule 1 is also not required to be completed by a holder of a license to practise, a limited license to practise, or a certificate of authorization, issued by the Association of Professional Engineers of Ontario.



## Schedule 2: Sewage System Installer Information

|   |             |   |          |
|---|-------------|---|----------|
| <b>A. Project Information</b>   |             |   |          |
| Building number, street name  |             | Unit number   | Lot/con. |
| Municipality  | Postal code | Plan number/ other description  |          |
| <b>B. Sewage system installer</b>   |             |   |          |
| Is the installer of the sewage system engaged in the business of constructing on-site, installing, repairing, servicing, cleaning or emptying sewage systems, in accordance with Building Code Article 3.3.1.1, Division C?   |             |   |          |
| <input type="checkbox"/> Yes (Continue to Section C)  |             | <input type="checkbox"/> No (Continue to Section E)                                       |          |
|   |             | <input type="checkbox"/> Installer unknown at time of application (Continue to Section E) |          |
| <b>C. Registered installer information (where answer to B is "Yes")</b>   |             |   |          |
| Name  |             | BCIN  |          |
| Street address  |             | Unit number   | Lot/con. |
| Municipality  | Postal code | Province  | E-mail   |
| Telephone number<br>( )   | Fax<br>( )  | Cell number<br>( )  |          |
| <b>D. Qualified supervisor information (where answer to section B is "Yes")</b>   |             |   |          |
| Name of qualified supervisor(s)   |             | Building Code Identification Number (BCIN)  |          |
|   |             |   |          |
| <b>E. Declaration of Applicant:</b>   |             |   |          |
| <p>I _____ declare that:</p> <p style="text-align: center;">(print name)</p> <p><input type="checkbox"/> I am the applicant for the permit to construct the sewage system. If the installer is unknown at time of application, I shall submit a new Schedule 2 prior to construction when the installer is known;</p> <p><u>OR</u></p> <p><input type="checkbox"/> I am the holder of the permit to construct the sewage system, and am submitting a new Schedule 2, now that the installer is known.</p> <p>I certify that:</p> <ol style="list-style-type: none"> <li>1. The information contained in this schedule is true to the best of my knowledge.</li> <li>2. If the owner is a corporation or partnership, I have the authority to bind the corporation or partnership.</li> </ol> <p>_____</p> <p style="display: flex; justify-content: space-between;"> <span>Date</span> <span>Signature of applicant</span> </p> |             |   |          |

SHOW EXISTING BUILDING(S) ON SITE and LOCATION OF PROPOSED STRUCTURE  
SHOW PROPOSED EXTERIOR ALTERATIONS

Size of Proposed Building \_\_\_\_\_ sq.ft. \_\_\_\_\_ sq.m.

FOR OFFICE USE ONLY – THIS IS NOT A BUILDING PERMIT Roll #31 20 \_\_\_\_\_

Plans checked – Building By-law No. \_\_\_\_\_ Permit No. \_\_\_\_\_

Receipt No. \_\_\_\_\_ Permit Fee \$ \_\_\_\_\_ Final Inspection Deposit \$ \_\_\_\_\_ \*

Administration Fee \$ \_\_\_\_\_ Sub-Total \$ \_\_\_\_\_  
(i.e. Commencing Without Permit)

Lot Grading Retainer/Deposit \$ \_\_\_\_\_

Date Paid \_\_\_\_\_ TOTAL \$ \_\_\_\_\_

Development Charges \$ \_\_\_\_\_ Pursuant to By-law No. \_\_\_\_\_

NOTE: \*Final Inspection Deposit fee is required on all permits (except demolitions, septics, & tents), and is refunded when Final Inspection is approved by the C.B.O. within 1 year of issuance date.

Permit Issued By: Chief Building Official – Martin Feeney  
Township of Perth South – Building Department  
Phone 519-271-0619 ext 225 Fax 519-271-0647  
Email [mfeeney@perthsouth.ca](mailto:mfeeney@perthsouth.ca)  
Web: [www.perthsouth.ca](http://www.perthsouth.ca)

Building Code Act, Section 1, provides that:

- (e) "construct" means to do anything in the erection, installation or extension or material alteration or repair of a building and included the installation of a building unit fabricated removed from elsewhere, and "construction" has a corresponding meaning;
- (f) "demolition" means the doing of anything in the removal of a building or any part thereof; a Form 357 is to be completed (available at Township Municipal Office).

Abandonment and cancellation of application – An application for a permit may be deemed to have been abandoned and cancelled six months after the date of filing, unless such application is being seriously proceeded with.