



1. Please submit requests for inspection prior to pouring any concrete for foundations, and when wall signs are complete. Inspection requests can be submitted online. Please follow the link at: [Request a Building Inspection – City of Toronto](#)
2. Upcoming inspection changes include the requirement to provide a report for each permit. For all sign permit applications received on or after February 1, 2025, a report will be required prior to the closing of all sign permits. The report is to be authored by an engineer where required as per the Ontario Building Code (OBC). Where the OBC does not require a report be submitted by an engineer, the report is to be authored by the installing contractor. The installer's report needs to include:
 - a. Addressed to CBO
 - b. Permit number
 - c. Address/unit
 - d. Date of installation
 - e. Confirmation that the installation has been carried out in conformance with the issued permit plans
 - f. Name
 - g. Signature
 - h. Date

A report from a professional engineer may be provided in lieu of a contractor's report.
3. To aid sign owners and the public, it would be appreciated if prior to completing the installation of an illuminated sign, the necessary timers/dimmers be set to meet the City of Toronto Municipal Code Chapter 694-18 Illumination. The regulations can be found at Chapter 694. A large percentage of complaints regarding signs received by Toronto Building is around illumination.
4. If a project extends over the Right of Way, approval from Transportation Services is required to be submitted when making an application. Permits for work extending over the right of way cannot be issued prior to providing the approval from Transportation Services. Please visit Construction Permit – City of Toronto for information about obtaining a permit for work over a City of Toronto right of way.
5. If approved, Transportation Services will issue a construction permit. A copy of the construction permit is to be submitted with the sign permit application. The required encroachment agreement will be completed after the issuance of the construction permit but does not impact the issuance of the sign permit.



Depending on the application, the approval process for the construction permit typically takes 2-3 weeks. Please submit your application to the Transportation Services general inbox of the district for the location of the construction as noted below:

Toronto & East York

Wards: 4, 9, 10, 11, 12, 13, 14 & 19

Telephone: 416-392-7877

Email:

trarow@toronto.ca

Etobicoke York

Wards: 1, 2, 3, 5 & 7

Telephone: 416-394-8418

Email:

tprowey@toronto.ca

North York

Wards: 6, 8, 15, 16, 17 & 18

Telephone: 416-395-6303

Email:

tprownny@toronto.ca

Scarborough

Wards: 20, 21, 22, 23, 24 & 25

Telephone: 416-396-7505

Email: ROWScarborough@toronto.ca