

HERITAGE APPROVAL AND BUILDING OR SIGN PERMIT TIP SHEET

To assist in the Heritage Preservation Services review of your sign or building permit application, please provide the following information along with your drawings:

Permits for Interior Work:

1. Include a location plan that identifies the building and its context.
2. Include a key plan or elevation that illustrates where the work will take place on and/or within the building.
3. Include a notation on your drawings stating "No Exterior Alterations."

All Other Permits:

1. Include a location plan that identifies the building and its context.
2. Include a key plan or elevation that illustrates where the work will take place on and/or within the building.
3. When applying for multi-storey buildings, clearly indicate the floor level on each drawing.
4. On exterior elevations, label all features as "new" or "existing" and identify material types (for example: brick, wood, stucco, etc).
5. Identify all of the proposed alterations, including signage or landscape plans as appropriate.
6. Provide a front-on photograph of each elevation. Provide additional photographs of any architectural details that may be affected.
7. Ensure that all elevations and drawings are prepared to scale.
8. Scale drawings and elevations to a level that allows staff to understand the proposal. Sufficient detail must be shown (ex. 1:50 drawings).
9. Toronto Building Preliminary Project Review—PPR (where available).

Effective Monday, February 4, 2013

All building permit, sign variance and zoning certificate applications that require heritage approval must be submitted electronically at the Toronto Building counter. Heritage Preservation Services will review your application electronically upon submission.

Heritage Preservation Services will no longer be providing counter service on the 17th floor.

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For more information about Heritage
Preservation Services, go to
www.toronto.ca/heritage-preservation