



# Puslinch Temporary Sign Permit Guide



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## Regular Office Hours

Monday-Friday  
9:00 a.m. to 4:30 p.m.

Saturday and Sunday  
Closed

## Summer Office Hours

(July 2nd-August 31st)

Monday-Friday  
8:30 a.m. to 4:00 p.m.

Saturday and Sunday  
Closed

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# Types of Temporary Signs Not Requiring a Permit



## Garage Sale Sign

A temporary sign to advertise for an occasional sale conducted on a residential property by the resident of the property to sell household goods and belongings to the occupant.



## Temporary Personal Sign

A temporary sign or advertising device for a personal announcement or congratulatory message on a property with a residential use or an institutional or agriculturally zoned property.



## Temporary Business Sign

A temporary sign to advertise work that is being completed by a business on a private property while the work is actively being completed.



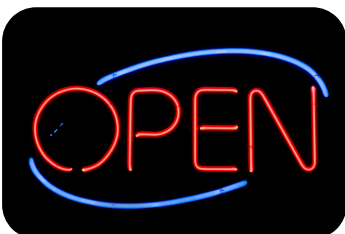
## Real Estate Sign

A temporary sign that is affixed to the ground for the purpose of advertising the sale, lease, rental or pre-sale, lease or rental of land and existing buildings on a property.



## Seasonal Farm Product Sign

A temporary sign to advertise the sale of farm products on the property.



## Window Sign

A temporary sign located in, on, or within 2 metres behind a window which is visible from the exterior of the building.

# Installation Requirements for Temporary Signs Not Requiring a Permit

The following signs **do not** require a permit, however, the sign must be installed following with the requirements of the Sign By-law.

## Garage Sale Sign



**Permitted Zones:** Residential or Agricultural

**Timing:** No earlier than 5:00 p.m. two days before the garage sale and removed by 7:00 a.m. the day after the garage sale

**Size:** No larger than 1m<sup>2</sup> in Sign Area

**Number:** One sign permitted on or in front of the property and two signs located off site

**Location:** May be located on the untraveled portion of the street or road allowance which will not create a traffic hazard

**Illumination:** Not permitted

## Temporary Personal Sign



**Permitted Zones:** Residential, Institutional or Agricultural

**Timing:** No more than three days in a row

**Size:** No larger than 3.7m<sup>2</sup> per sign face and 1.5m tall

**Number:** One sign per property at the same time

**Location:** Private property only, set back 1m from the street line and adjacent property

**Illumination:** Not permitted

**Other:** Cannot be constructed or attached to any structure

## Temporary Business Sign



**Permitted Zones:** Any Zone on private property

**Timing:** Two days before work begins and removed within five days of work being completed

**Size:** No larger than 0.8m<sup>2</sup> per sign face on a residential use and no larger than 4.4m<sup>2</sup> per sign face in any other zone

**Number:** One sign

**Location:** Setback 1m from street line and adjacent property

**Illumination:** Not permitted

# Installation Requirements for Temporary Signs Not Requiring a Permit

The following signs **do not** require a permit, however, the sign must be installed following with the requirements of the Sign By-law.

## Real Estate Sign (Private Property)



**Permitted Zones:** Any Zone on private property

**Timing:** No more than five days before offers can be made and removed within 30 days after acceptance to purchase, lease, or rent the property

**Size:** No larger than 0.8m<sup>2</sup> per sign face on a residential use and no larger than 4.4m<sup>2</sup> per sign face in any other zone

**Number:** One sign

**Location:** Private property only, set back 1m from the street line and adjacent property

**Illumination:** Not permitted

## Seasonal Farm Product Sign



**Permitted Zones:** Agricultural

**Timing:** Only when product is for sale

**Size:** No larger than 1m<sup>2</sup>

**Number:** 1 on site sign and 2 signs located off site

**Location:** Private property and set back 1m from the street line

**Illumination:** Not permitted

## Window Sign



**Permitted Zones:** Commercial, Industrial and Institutional

**Size:** Window signs may cover a combined maximum of 50% of the window or faux window area located on the building face of the ground floor of the business being advertised.

**Illumination:** One illuminated open/closed sign with a maximum sign face of 0.4m<sup>2</sup> is permitted in a first floor window. No other illuminated window signs are permitted

# Types of Temporary Signs Requiring a Permit



## Mobile Sign

A temporary sign designed to move from place to place which only utilizes manual changeable copy. A mobile sign is considered a sign whether or not Manual Changeable Copy is on.



## A-Frame or T-Frame Sign

An A-Frame sign is a temporary double-faced sign that is triangular in shape with two similar lengths forming an apex allowing it to stand on the ground. Similar to an A-Frame a T-Frame sign is a single or double sided sign with a base that rests on the ground.



## Real Estate Directional Sign, Open House or Model Home Sign

A temporary sign used to direct the public to a property where an open house is taking place or to a property which is listed for sale, for lease, for rent, or to a model home for viewing.



## Feather Banner Sign

A temporary sign that is made from cloth or a similar non-rigid materials that is affixed to the ground and supported by a pole.



## Development Sign and Hoarding Sign

A temporary single or double faced sign that is affixed to the ground and used to promote a development, a model home in a development or advertise the construction/sale of a building on the property.



## Community Event Sign

A temporary ground sign installed by the Township or a non-profit organization on public or private property to announce special community events and occasions.

# Types of Temporary Signs Requiring a Permit Continued



## Community Event Directional Sign

A temporary sign installed on a public road allowance to direct the public to special community events.



## Home Occupation Sign

A temporary single-faced sign that advertises a Home Business or Home Industry as defined and permitted by the Zoning By-law.



## Wall Banner Sign

A temporary sign that is made from cloth or a similar lightweight non-rigid material which is secured or mounted to a building.

# Installation Requirements for Temporary Signs Requiring a Permit

Application and fee required. Signs must follow the regulations below.

## Mobile Sign



**Zones:** Commercial, Industrial and Institutional

**Timing:** Displayed for a maximum of 30 consecutive days per calendar year with the exception of a newly opened business which may advertise the opening of the business for 90 days

**Size:** No larger than 4.4m<sup>2</sup> per sign face and 1.8m tall

**Number:** One permit is available per year per location

**Location:** 1) At least 1m setback from the street line

2) At least 3m setback from a property line

3) Not located within a sight triangle or driver visibility triangle

4) At least 15m setback from any traffic control device

5) On level ground

**Illumination/Digital Sign:** Can be illuminated in accordance with Schedule A

# Installation Requirements for Temporary Signs Requiring a Permit

Application and fee required. Signs must follow the regulations below.

## A-Frame or T-Frame Sign



**Zones:** Commercial, Industrial, and Institutional

**Timing:** Only during business operating hours

**Size:** No larger than 0.56m<sup>2</sup> per sign face and 1m tall

**Number:** One permitted per sidewalk frontage

**Location:** 1) In front of the business being advertised

2) Within 2m of the building

3) Within 3m of adjacent property line or driveway entrance

4) in a manner that at least 2m width of sidewalk/walkway is unencumbered

5) On level ground

**Illumination:** Not permitted

**Insurance:** If a sign is located on a public property (ex. road allowance) then liability insurance in the amount of at least two million dollars is required with the Township named as an additional insured which must remain in effect until the sign is removed

## Real Estate Directional Sign, Open House or Model Home Sign



**Zones:** All Zones

**Timing:** 1) Not more than five days prior to the open house and must be removed six hours after the event

2) Not more than 30 days after acceptance of a firm offer to purchase, lease or rent of the property

3) Not before 4 p.m. on a Friday before the opening of a weekend model home sale centre. Removed before 10 a.m. the following Monday

**Size:** No larger than 0.5m<sup>2</sup> per sign face and 1m tall

**Number:** One real estate directional sign is permitted off site.

One open house or model house sign is permitted in front of the property and no more than eight off-site locations

**Location:** At least 3m between all signs

**Illumination:** Not permitted

**Insurance:** If a sign is located on a public property (ex. road allowance) then liability insurance in the amount of at least two million dollars is required with the Township named as an additional insured which must remain in effect until the sign is removed



# Installation Requirements for Temporary Signs Requiring a Permit

Application and fee required. Signs must follow the regulations below.

## Feather Banner Sign



**Zones:** Commercial, Industrial and Institutional

**Size:** No larger than 2.3m<sup>2</sup> per sign face. Banner shall be no more 0.76m wide and 3m tall

**Number:** Maximum of 1 feather banner for every 25m of frontage to a maximum of 4 per property

**Location:** 1) Must not impede driver visibility or sightlines  
2) Must be setback at least 3m from an adjacent property line or driveway entrance

3) Must be setback at least 15m of the intersection of any two street lines or frontages

4) Must be setback at least 15m from any traffic control device

5) On level ground

**Insurance:** If a sign is located on a public property (ex. road allowance) then liability insurance in the amount of at least two million dollars is required with the Township named as an additional insured which must remain in effect until the sign is removed

## Development Sign and Hoarding Sign



**Zones:** All zones

**Timing:** Must be removed within 60 days of the first occupancy on the lot

**Size:** Development sign can be no larger than 12m<sup>2</sup> per sign face and 7.5m tall. Hoarding sign has a maximum height of 2m or a maximum height of the fencing, whichever is less.

**Number:** One development sign for every 150m of frontage on the development property. No more than one hoarding sign on the development property

**Location:** Only on private property and must be setback at least 13m from any street line with a minimum distance of 3m from an adjacent property line or driveway or exit

**Illumination:** Not permitted

**Additional requirements:** Development sign must be a ground sign. The sign copy area must include the project name, contact information and name of the developers and any other information required by the conditions of the draft approval of the development

# Installation Requirements for Temporary Signs Requiring a Permit

Application and fee required. Signs must follow the regulations below.

## Home Occupation Sign



- Zone:** Residential and agricultural
- Type:** Must be either a ground, window or wall sign
- Size:** No larger than 1m<sup>2</sup> per sign face and 1.2m tall
- Number:** Maximum of one sign per property
- Location:** Must be located on private property and setback at least 1m from the street line. Must be located no higher than a first storey window or wall.
- Illumination:** Not permitted

## Wall Banner Sign



- Zones:** Commercial, Industrial and Institutional
- Timing:** Displayed for a maximum of 30 consecutive days per calendar year with the exception of a newly opened business which may advertise the opening of the business for 90 days
- Size:** No larger than 4.9m<sup>2</sup> per sign face and 2.4m tall
- Number:** One permit is available per year per location
- Location:** On private property and is restricted to the façade of the building which the business occupies
- Illumination:** Not permitted



# Installation Requirements for Temporary Signs Requiring a Permit

Application and fee required. Signs must follow the regulations below.

## Community Event Sign



**Zones:** Any Zone

**Timing:** Cannot be displayed more than three weeks prior to the event and removed as soon as possible after the day of the event

**Type:** Must be a ground sign and installed to the satisfaction of the Chief Building Official. Signs must be professionally designed and approved by the Sign Administrator prior to installation

**Size:** Maximum size of 1.2m by 2.4m

**Location:** May be located on private property or on a road allowance. If located on a road allowance it must be approved by the Director or Public Works

**Illumination:** Not permitted

**Insurance:** If a sign is located on a public property (ex. road allowance) then liability insurance in the amount of at least two million dollars is required with the Township named as an additional insured which must remain in effect until the sign is removed

## Community Event Directional Sign



**Zones:** Any Zone

**Timing:** Not more than seven days prior to the event and must be removed by 11:59PM on the day of the event

**Size:** No larger than 0.5m<sup>2</sup> and 1m tall

**Location:** May be located on private property or on a road allowance and signs must be spaced at least 3m away from any other sign. If a sign is located on a road allowance it must be approved by the Director of Public Works

**Illumination:** Not permitted

**Insurance:** If a sign is located on a public property (ex. road allowance) then liability insurance in the amount of at least two million dollars is required with the Township named as an additional insured which must remain in effect until the sign is removed

# Schedule A

## Schedule A

Found on page 29 of By-law 2024-062.

| <b>Table 6.1 - Regulation of Illuminated Signs</b> |  |
|--|--|
| <b>Illuminated Sign</b>                            | <b>Details</b>   |
| Permitted Sign Types                               | <p>Illumination is only permitted on Permanent Signs.</p> <p>Any Illuminated Ground Sign that is greater than 2.5m in height shall only be Illuminated internally.</p> <p>Notwithstanding the above, Temporary Mobile Signs may be Illuminated.</p> <p>One Illuminated open/closed Sign with a maximum of 0.4m<sup>2</sup> Sign Face Area is permitted to be located on a first-floor window.</p>                |
| Location Restrictions                              | <p>Unless specifically permitted by a condition of a Sign Permit or Variance, no Illuminated Signs are permitted within 30m of a Residential Use.</p> <p>No Sign in a residential Zone shall be Illuminated.</p>   |
| Illumination                                       | <p>Maximum luminance of 5000Nits between Sunrise and Sunset;</p> <p>Maximum luminance of 200Nits between Sunset and Sunrise.</p> <ul style="list-style-type: none"> <li>• 5000cd/m<sup>2</sup> from Sunrise to Sunset (One Nit = One Candela per m<sup>2</sup> (cd/m<sup>2</sup>))</li> <li>• 200cd/m<sup>2</sup> from Sunset to Sunrise (One Nit = One Candela per m<sup>2</sup> (cd/m<sup>2</sup>))</li> </ul> |