



City of Toronto – Enforcement of Inspection Requirements & Field Review Letters

City of Toronto has made some changes to the enforcement of inspections and receiving field review letters (where required). These are outlined below for you. All new enforcement standards are effective immediately and **will apply to permits that were issued after August 1, 2018.**

INSPECTION REQUIREMENTS

- If a permit has been issued and an inspection has **not** been called in within 6 months of the permit issuance a revocation notice will automatically be issued by the city. This means that the city will revoke the permit if the sign has been **not** installed **and** the city has not had a request to extend the permit (known as a Deferral of Revocation). Any request to defer has a city fee attached to it and if Permit World should be requested to carry out the deferral then a fee for our services will also apply.
- If the sign has been installed but no inspection was called in then the city will automatically issue a fine for **no less than \$305** which must be paid prior to an inspector going to site to close out the permit. Fines are cumulative and may be issued daily at the inspector's discretion until the inspection has been requested.
- If a footing was installed and no inspection was called into the city then an engineer's sign off letter will be required on top of payment of any fines incurred.
- Inspection requests may be called into the city at 416-392-8000 or by e-mailing signbylawunit@toronto.ca. There is also a link on page 3 of the sign permit portion that you may use to book inspections.

FIELD REVIEW LETTERS

- Once a final inspection has been completed the engineer's field review letter must be received by the city **within 14 days** if the commitment to general review was part of the permit application.
- If the City does not receive the field review letter within the 14 day timeframe, then the city will issue a violation notice followed by a revocation notice. Should there be unforeseen circumstances that prevent a field review letter from being provided in the required timeframe then a request must be made to the city requesting a maximum additional 2 weeks to provide the letter.

Please communicate this message to any relevant parties within your organization.

This review was provided by OSA Member, Permit World.