

AGENDA

THE SECOND MEETING OF THE MUNICIPAL HERITAGE COMMITTEE

ROOM ZOOM

5:00 P.M.

FEBRUARY 11, 2026

DISCLOSURES OF INTEREST

MINUTES

Confirmation of the minutes of the meeting held on January 14th, 2026.

NEW BUSINESS

Welcome Councillor Rymal

Heritage Alteration Permit – HAP-02-26 581 Talbot Street **Pages 2-22**

UNFINISHED BUSINESS

Home Insurance

St Thomas Cemetery Company

NEXT MEETING

March 11, 2025

ADJOURNMENT

NOTICE OF RECEIPT FOR HERITAGE ALTERATION PERMIT
(Section 42(3) of the Ontario Heritage Act, R.S.O. 1990, c. O.18, as amended)

January 30, 2026

Michelle Crevits
581 Talbot Street
St. Thomas
N5P 1C5

Re: Notice of Receipt
Heritage Alteration Permit
File No.: HAP-02-26
Property: 581 Talbot Street

Pursuant to Section 42(3) of the Ontario Heritage Act, as amended, this letter is notice that the information and material required through the City of St. Thomas' Application for Heritage Alteration Permit has been provided and the application is thereby considered complete.

Council of the City of St. Thomas has 90 days from the issue of receipt of this notice to make a decision to grant or refuse this application.

The Secretary of the Municipal Heritage Committee has been circulated this notice and application for inclusion on the next available meeting agenda date. You will receive a separate notice of confirmation of your Municipal Heritage Committee meeting date and time. It is advisable for you or a representative to attend this meeting to present and respond to questions on your Heritage Alteration Permit application.

Please contact the Planning & Building Services Department at 519-633-2560 if you have any questions.

Yours truly,

Kevin McClure, MCIP, RPP
Senior Planner

cc: Danielle Campbell, Campbell Building Group Corp.
Sherry Steadman, Legislative Services Coordinator, City of St. Thomas

MEMO

DATE: January 3, 2026

ATTENTION: Sherry Steadman, Legislative Services Coordinator

SUBJECT: Heritage Alteration Permit
581 Talbot Street
HAP-02-26

Please find attached a Heritage Alteration Permit Application for 581 Talbot Street. The attached materials are provided for consideration for the Municipal Heritage Committee and provision of recommendations to Council. A draft Heritage Alteration Permit is also attached should the Committee wish to include any specific conditions as part of that recommendation.

The property is identified as a “Contributing Resource” within the Downtown St. Thomas Heritage Conservation District Plan (HCD Plan), and the policies and guidelines in Section 4.3 of the HCD Plan would apply.

As provided in the application and supporting materials, the applicant is looking to undertake several alterations and repairs to the front and the rear of the building. The proposed alterations to the front façade include, the replacement of the second and third-storey windows with new vinyl windows and a new internally illuminated sign. The rear alterations include the installation of new black vertical metal siding and new window openings on a portion of the north, west and east walls of an extension of the second floor. New window openings are also proposed at the rear of the building on the main floor.

The submitted materials also provide that restoration and repairs are to be undertaken on the building, however, the extent of those repairs is unknown at this time as further investigation is required to determine whether there are structural issues and/or other issues that require attention, and the method of repair that is required. It should be noted that restoration and repair of existing elements would not require a Heritage Alteration Permit. Noting that some of the proposed repairs are in relation to architectural elements, should the Committee support the proposal, it might wish to consider specific language to address the potential required repairs on the building façade.

Noting the information above, the following is for the Municipal Heritage Committee’s consideration based on the policies and guidelines in the HCD Plan.

Alterations to Front Facade

Section 4.3.2.3 of the HCD Plan speaks to Façade Patterns with policies providing direction to, *“maintain and restore existing windows and doors in their original sizes”* and *“maintain and restore existing architectural elements that divide and break up the façade into smaller sections”*. Further, Section 4.3.2.9 that speaks to Windows provides *“avoid replacing original windows with units that are radically different than original in proportion, colour, functionality and configuration”* and, *“allow for replacement of contemporary windows with other contemporary windows. Maintain the original shape and opening of the window”*.

The applicant is looking to replace the existing second and third-storey windows on Talbot Street with new vinyl units. It is unclear what style of units are being proposed other than the colour would match the existing. Given the historical evidence of the property, it would be suggest that the new windows are single-hung units to be consistent with the policies of the HCD Plan.

Section 4.3.2.8 speaks to Signage and states *“avoid internally illuminated signs”*. The applicant has proposed an illuminated “halo” sign. The Committee will need to determine whether it would be supportive of this type of proposed signage versus other exterior lit signage options.

Alterations to Rear Facade

Section 4.3.2.11 provides direction to Side and Rear Elevations. The HCD Plan notes that, the policies and guidelines generally focus on the front façade of buildings as these are most often experienced in the public realm, however, many rear and side elevations are visible from side streets and parking areas. This would appear to provide some limited flexibility on what is permitted for the rear elevations

Section 4.3.2.6, which also geared toward facades that front on toe Talbot Street, speaks to Overcladding. The direction is to *“avoid covering up original facades and elements with materials that do not compliment the HCD, drastically change the look of the building, damage the original materials and create “blank walls”*.

Notwithstanding what is noted above, there are policies in Section 4.3.2.11 that speak to *“maintain, repair, conserve or restore original cladding materials on side or rear elevations where possible”* and *“compliment the character of the HCD on rear elevations regarding material type, and proportion of material (e.g. brick/masonry or siding sizes compatible with surrounding buildings), and colour. Contemporary cladding materials are permitted on rear elevations of new construction, but should be compatible with the character of the area”*.

The applicant is looking to install new vertical metal siding on a rear portion of the building on the second floor and add new windows on the three sides. Further, three new windows are proposed at the rear of the building on the main floor.

Based on the information that has been provided above, Staff are generally supportive of the potential repair and restoration of the building to accommodate new uses within the downtown, however, there are aspects of the proposal that need clarification and determination by the Committee and Council as to whether it would be consistent with the policy direction in the HCD Plan.

If you have any questions, please contact the Planning & Building Services Department.

Regards,

Kevin McClure, MCIP, RPP
Senior Planner



Corporation of the City of St. Thomas

APPLICATION FOR A HERITAGE ALTERATION PERMIT

Pursuant to Section 33(2) and Section 42(2.1) of the Ontario Heritage Act

OFFICE USE:	Date Application Received: <u>February 3, 2026</u>	Consultation Date: _____
	Date Application Deemed Complete: <u>February 3, 2026</u>	File Number: _____

OWNER/APPLICANT

1. Property Owner

Name: Michelle Crevits - OA 1001348009 Ontario Inc.

Address: 581 Talbot Street, St. Thomas

Postal Code: N5P1C5 Phone: 519.429.4325 Fax: 519.429.4325

Email: elle@ellecrevits.com

2. Agent/Applicant

Name: Danielle Campbell

Company: Campbell Building Group Corp.

Address: 28 Princess Ave, St. Thomas

Postal Code: N5R2V4 Phone: 905.274.8880 x101 Fax: 905.274.8880

Email: danielle@thecbg.ca

Who is the primary contact?

☐ Registered Owner ☒ Applicant/Agent

*Note: Unless otherwise requested all communications will be sent to the Applicant.

*Please indicate the method of communication you would like to be contacted by.

☐ Phone ☒ Email ☐ Fax ☐ Mail

PROPERTY INFORMATION

1. Municipal Address: 581-583 Talbot St., St. Thomas, ON N5P1C5

2. Legal Description: Part 1 Plan of Lot 16, Registered to Plan 182 of St. Thomas, County of Elgin

SUMMARY OF WORK PROPOSED

1. What kind of permit is required?

☒ Alteration to Building/Property

☐ New Construction

☐ Demolition

2. How is the property designated?

☐ Individually Designated Property



Part of the Heritage Conservation District

☐ Both

3. Check all types of work that would happen in your proposed project:

☐ demolition of a building or part of a building, such as a building façade

☐ removal of a building to a different location on site or to another site

☐ erection of a new building, a new façade, a new storefront, an addition to an existing building, a new garage or a wall

☐ structural intervention that affects the external appearance of a building



repointing and repairing masonry, cleaning masonry of paint or grime, or painting or staining



removal of parging, External Insulation and Finish System, siding or façade screen from walls or installation of new wall material to replace or cover existing wall material



alteration of doors and windows, their heads and their surrounds, or cutting of new door and window openings in walls

☐ alteration of roofline or skyline by changes to cornices, overhangs, eaves, parapets, chimneys, dormers, rooftop equipment, towers and roof shape, or alteration of historic roof coverings such as slate

☐ removal or addition of architectural detail, such as storefront cornices, decorative brickwork, stone trim, brackets, window shutters, awnings, porches and balconies



erection of a sign

☐ alteration of streets and their boulevards, squares, parking lots

4. Please list below, any documents included with this submission (drawings, site plan, specifications, photographs and other documents as needed to illustrate the project). Requirements will depend on the scale of the project.

Exterior elevations c/w: Unprotected opening calculations, proposed finishes at rear, locations of proposed windows, areas of masonry repair work, replacement of windows within existing openings, exterior painting and new signage.

5. Explain the reasons for undertaking the alterations and describe how the proposal conforms to the Part IV individual designation by-law or Part V Heritage Conservation District Plan design guidelines. Attach additional page(s) if needed.

See attached Schedule A.

APPLICANT DECLARATION

By making this application, permission is hereby granted to any Municipal staff members and Municipal Planning Consultant to enter upon the premises described in this application at a reasonable time for the purpose of inspecting the property in relation to the proposed application and for distributing information concerning the same. This information is being collected pursuant to the Ontario Heritage Act, Municipal Act, and Freedom of Information Act. The information contained herein will be distributed to bodies and agencies prescribed by legislation and regulation and also to interested parties.

If this application is signed by an agent or solicitor on behalf of an applicant, the owner's written authorization must accompany the application (**Appendix A**). If the applicant is a corporation acting without an agent or solicitor, the application must be signed by an officer of the corporation and the corporation's seal (if any) must be affixed.

MUNICIPAL FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT

Application information is collected under the authority of Section 33(2) and Section 42(2.1) of the Ontario Heritage Act. In accordance with the Act, it is the policy of the City of St. Thomas to provide public access to all Planning Act applications and supporting documentation submitted to the City.

I, Danielle Campbell of Campbell Building Group Corp., the Owner or Authorized Agent, hereby agree and acknowledge that the
(Print name of Owner or Authorized Agent)

information contained in this application and any documentation, including reports, studies and drawings, provided in support of the application, by myself, my agents, consultants and solicitors, constitutes public information and will become part of the public record. As such, and in accordance with the provisions of the *Municipal Freedom of Information and Protection of Privacy Act*, R.S.O. 1990, c.M. 56, I hereby consent to the City of St. Thomas making this application and its supporting documentation available to the general public, including copying and disclosing the application and its supporting documentation to any third party upon their request.

Collection of Personal Information:

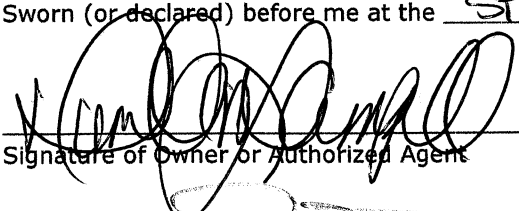
Personal information on this form is collected under the authority of Section 33(2) and Section 42(2.1) of the Ontario Heritage Act. The information will be used for the purposes of administering the heritage permit application and ensuring appropriate service of notice of receipt under Section 33(3) and Section 42(3) of the Ontario Heritage Act. Questions about this collection should be directed to the Director of Planning and Building Services, 9 Mondamin Street, St. Thomas, Ontario, N5P 2T9, (519) 633-2560.

AFFIDAVIT OR SWORN DECLARATION

I, Danielle Campbell of St. Thomas in the province of Ontario,
name of applicant City

make oath and say (or solemnly declare) that the information required under the authority of Section 33(2) and Section 42(2.1) of the Ontario Heritage Act and provided by the applicant in this application is accurate, and that the information contained in the documents that accompany this application is accurate.

Sworn (or declared) before me at the ST. THOMAS on this 28 day of JANUARY 2026.
City Day Month Year


Signature of Owner or Authorized Agent

JANUARY 28th, 2026
Date

Signature of Commissioner of Oaths, etc.

JAN 28 / 2026
Date

APPENDIX A – AUTHORIZATION OF OWNER

If the applicant is not the owner of the subject lands, please complete the owner authorization concerning personal information as set out below.

I, Michelle Greits, am the owner of the subject lands, and I authorize
Danielle Campbell, to act on our behalf as the agent for the submissions required for all
matters relating to the subject lands, and to provide any of my personal information that will be included in this
application or collected during the planning process.

Jan. 27, 2026
Date

Michelle Greits
Signature of Owner

APPENDIX B – ACKNOWLEDGEMENT OF LEGAL AND PLANNING FEES

In addition to the application fees listed in this application package, please note that where the City requires assistance from its solicitors or other technical or professional consultants in the processing of this application, the applicant shall be responsible for reimbursing all fees incurred by the City.

***Please note, Appendix B must be completed by the owner, not the authorized agent.**

I, Michelle Crevits, am the **owner** of the subject lands, and I understand that further fees may be incurred by the City throughout the planning process and that I am responsible for reimbursing all fees.

Jan. 27, 2026
Date

Michelle Crevits
Signature of Owner



Schedule A

The subject property is currently occupied as an insurance office and is proposed to be adaptively reused as a community-oriented coworking space. The intent of the project is to reinvest in an underutilized heritage building by introducing a flexible, shared workplace that supports local businesses, entrepreneurs, and professionals, while enhancing the building's long-term viability and contribution to the surrounding neighbourhood.

The proposed coworking space will provide a mix of shared and private work environments, including meeting rooms, boardroom facilities, casual collaboration areas, and flexible drop-in spaces for short-term or day-pass use. This adaptive reuse aligns with the objectives of the Community Improvement Plan by promoting economic development, supporting small businesses, and encouraging active use of existing building stock within the Community Improvement Project Area.

Exterior improvements focus on conservation, repair, and sensitive enhancement of the building envelope. Deteriorating brickwork on the primary façade will be repaired using appropriate materials and methods that respect the original masonry. Existing windows will be replaced with new units that reflect the scale, proportions, and rhythm of the historic openings, improving thermal performance while maintaining the character of the façade. New window openings at the rear of the building are proposed to introduce natural light into newly created private offices. These additions are located on secondary elevations and are designed to be visually subordinate, ensuring that the heritage character of the primary façade remains the defining element of the building.

The second-level rear addition, which was previously clad in asphalt shingles by a former owner, is currently failing and contributing to water infiltration and interior damage. This material is not consistent with heritage design guidelines and detracts from the overall character of the building. The proposal includes removing the shingle cladding, reconstructing the wall assembly to meet current insulation and building performance standards, and introducing natural light into the space. These interventions will resolve existing building deficiencies, improve durability, and restore the interior space for functional use.

Overall, the proposed alterations are restorative and adaptive in nature. They prioritize repair over replacement, respect original materials and architectural expression, and introduce contemporary upgrades in a manner that is compatible with the building's heritage context. The project improves curb appeal, addresses long-standing building envelope issues, and enhances the public realm, while preserving and highlighting the heritage attributes of the property.

The proposal conforms to the intent and design guidelines of the Part IV individual designation and the Part V Heritage Conservation District Plan by conserving character-defining elements, ensuring that new interventions are sympathetic and subordinate, and supporting continued, meaningful use of the building. The project also aligns with the broader objectives of the Community Improvement Plan by reinvesting in an existing heritage structure, contributing to economic vitality, and strengthening community use within the City-Wide Community Improvement Project Area as designated by the City of St. Thomas.

THE ATRIUM EXTERIOR RENOVATION

ISSUED FOR HERITAGE APPROVAL PERMIT: 2026.01.20

DRAWING LIST:

- ID000 COVER PAGE
- ID001 SITE PLAN
- ID002 SCHEDULES
- ID100 CONSTRUCTION PLAN
- ID300 EXTERIOR ELEVATIONS
- ID301 EXTERIOR ELEVATIONS (PHOTOS)



REFERENCE MAP



EXISTING BUILDING FACADE

TORONTO:
180 JOHN STREET
TORONTO, ON
M5T 1X5

ST. THOMAS:
28 PRINCESS AVE.
ST. THOMAS, ON
N5R3V4

OFFICE: 905.274.8880

INFO@THECBG.CA

Notes:

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Seals

Client:

THE ATRIUM

581-583 TALBOT ST.
ST. THOMAS, ON
N5P 1G5

North:

Project Title:

EXTERIOR RENOVATION

#2		
#1	2026.01.21	ISSUED FOR HERITAGE APPROVAL PERMIT
No.	Date	Description

Issue:

Scale: AS SHOWN

Drawn By: JB/EM

Checked By: QA: DC

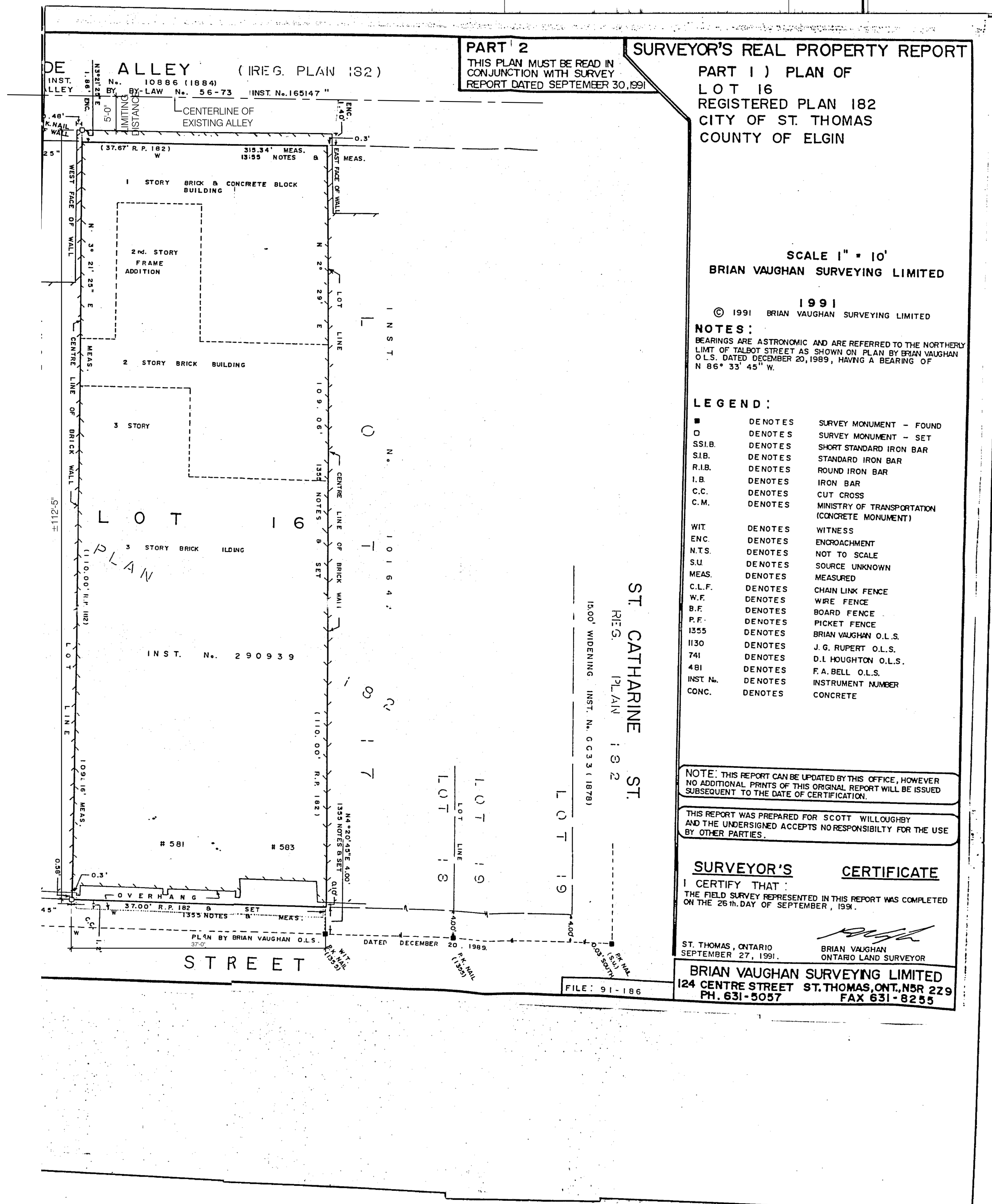
Project No: 25-017

Drawing Contents:

COVER PAGE & DRAWING LIST

Sheet No:

ID000



TORONTO: 180 JOHN STREET
TORONTO, ON M5T 1X5

ST. THOMAS: 28 PRINCESS AVE.
ST. THOMAS, ON N5R3V4

OFFICE: 905.274.8880 INFO@THECBG.CA

Notes:
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Client: THE ATRIUM

581-583 TALBOT ST.
ST. THOMAS, ON N5P 1G5

Project Title: EXTERIOR RENOVATION

#1	Date	Description
2026.01.21	ISSUED FOR HERITAGE APPROVAL PERMIT	

Issue:

Scale: 3/16" - 1'-0"

Drawn By: JB/EM

Checked By: QA: DC

Project No: 25-017

Drawing Contents: SITE PLAN

Sheet No: ID001

PARTITION TYPES				
TYPES	DESCRIPTION	SPEC	RATING	ULC
W5	EXTERIOR WALL CONSTRUCTION BLACK METAL SIDING, ON 1" RIGID INSULATION (R5ci) ON TYVEC COMMERCIAL WRAP ON 1/2" OR 7/16" OSB SHEATHING ON EXISTING WOOD STUDS (OR NEW FOR INFILL AREAS) R19 BATT INSULATION, 6 MIL POLY VAPOUR BARRIER ON 5/8" GYPSUM BOARD.	N/A	N/A	N/A

GLAZING SCHEDULE				
NO.	LOCATION	HEIGHT	WIDTH	NOTES
GROUND LEVEL				
01	OPEN OFFICE	-	-	EXISTING
02	OPEN OFFICE	-	-	EXISTING
03	OPEN OFFICE	-	-	EXISTING
04	OPEN OFFICE	-	-	EXISTING
05	OPEN OFFICE	-	-	EXISTING
10	OFFICE 3	5'-0"	3'-0"	NEW EXTERIOR VINYL WINDOW FRAME WITH THERMAL BREAK & DOUBLE PANE CLEAR INSULATED GLAZING. EXTERIOR COLOUR: BLACK INTERIOR COLOUR: WHITE
11	OFFICE 4	5'-0"	3'-0"	NEW EXTERIOR VINYL WINDOW FRAME WITH THERMAL BREAK & DOUBLE PANE CLEAR INSULATED GLAZING. EXTERIOR COLOUR: BLACK INTERIOR COLOUR: WHITE
12	OPEN OFFICE	2'-3"	6'-0"	NEW EXTERIOR VINYL WINDOW FRAME WITH THERMAL BREAK & DOUBLE PANE CLEAR INSULATED GLAZING. EXTERIOR COLOUR: BLACK INTERIOR COLOUR: WHITE **TRANSOM INSTALLED ABOVE EXISTING FIRE RATED DOOR.
SECOND LEVEL				
13	SUITE 203	EX	EX ±2'-6"	NEW VINYL WINDOW FRAME WITH THERMAL BREAK & DOUBLE PANE, CLEAR, INSULATED GLAZING. INSTALLED IN EXISTING OPENING, SITE VERIFY DIMENSIONS. COLOUR: GREY TO MATCH EXISTING.
14	SUITE 203	EX	EX ±2'-6"	NEW VINYL WINDOW FRAME WITH THERMAL BREAK & DOUBLE PANE, CLEAR, INSULATED GLAZING. INSTALLED IN EXISTING OPENING, SITE VERIFY DIMENSIONS. COLOUR: GREY TO MATCH EXISTING.
15	SUITE 203	EX	EX ±2'-6"	NEW VINYL WINDOW FRAME WITH THERMAL BREAK & DOUBLE PANE, CLEAR, INSULATED GLAZING. INSTALLED IN EXISTING OPENING, SITE VERIFY DIMENSIONS. COLOUR: GREY TO MATCH EXISTING.
16	SUITE 204	EX	EX ±2'-6"	NEW VINYL WINDOW FRAME WITH THERMAL BREAK & DOUBLE PANE, CLEAR, INSULATED GLAZING. INSTALLED IN EXISTING OPENING, SITE VERIFY DIMENSIONS. COLOUR: GREY TO MATCH EXISTING.
17	SUITE 205	EX	EX ±2'-6"	NEW VINYL WINDOW FRAME WITH THERMAL BREAK & DOUBLE PANE, CLEAR, INSULATED GLAZING. INSTALLED IN EXISTING OPENING, SITE VERIFY DIMENSIONS. COLOUR: GREY TO MATCH EXISTING.
18	SUITE 205	EX	EX ±2'-6"	NEW VINYL WINDOW FRAME WITH THERMAL BREAK & DOUBLE PANE, CLEAR, INSULATED GLAZING. INSTALLED IN EXISTING OPENING, SITE VERIFY DIMENSIONS. COLOUR: GREY TO MATCH EXISTING.
22	SUITE 201.1	2'-10"	±6'-9" **	NEW EXTERIOR VINYL WINDOW FRAME WITH THERMAL BREAK & DOUBLE PANE INSULATED CLEAR GLAZING. EXTERIOR COLOUR: BLACK INTERIOR COLOUR: WHITE **VERIFY HEIGHT OF EXISTING OPENING
23	SUITE 201.1	4'-9"	±6'-9" **	NEW EXTERIOR VINYL WINDOW FRAME WITH THERMAL BREAK & DOUBLE PANE INSULATED FROSTED GLAZING. EXTERIOR COLOUR: BLACK INTERIOR COLOUR: WHITE **VERIFY HEIGHT OF EXISTING OPENING
24	SUITE 201.1	4'-9"	±6'-9" **	NEW EXTERIOR VINYL WINDOW FRAME WITH THERMAL BREAK & DOUBLE PANE INSULATED CLEAR GLAZING. EXTERIOR COLOUR: BLACK INTERIOR COLOUR: WHITE **VERIFY HEIGHT OF EXISTING OPENING
25	THIRD FLOOR	EX	EX ±2'-6"	NEW VINYL WINDOW FRAME WITH THERMAL BREAK & DOUBLE PANE, CLEAR, INSULATED GLAZING. INSTALLED IN EXISTING OPENING, SITE VERIFY DIMENSIONS. COLOUR: GREY TO MATCH EXISTING.
26	THIRD FLOOR	EX	EX ±2'-6"	NEW VINYL WINDOW FRAME WITH THERMAL BREAK & DOUBLE PANE, CLEAR, INSULATED GLAZING. INSTALLED IN EXISTING OPENING, SITE VERIFY DIMENSIONS. COLOUR: GREY TO MATCH EXISTING.
27	THIRD FLOOR	EX	EX ±2'-6"	NEW VINYL WINDOW FRAME WITH THERMAL BREAK & DOUBLE PANE, CLEAR, INSULATED GLAZING. INSTALLED IN EXISTING OPENING, SITE VERIFY DIMENSIONS. COLOUR: GREY TO MATCH EXISTING.
28	THIRD FLOOR	EX	EX ±2'-6"	NEW VINYL WINDOW FRAME WITH THERMAL BREAK & DOUBLE PANE, CLEAR, INSULATED GLAZING. INSTALLED IN EXISTING OPENING, SITE VERIFY DIMENSIONS. COLOUR: GREY TO MATCH EXISTING.
29	THIRD FLOOR	EX	EX ±2'-6"	NEW VINYL WINDOW FRAME WITH THERMAL BREAK & DOUBLE PANE, CLEAR, INSULATED GLAZING. INSTALLED IN EXISTING OPENING, SITE VERIFY DIMENSIONS. COLOUR: GREY TO MATCH EXISTING.
30	THIRD FLOOR	EX	EX ±2'-6"	NEW VINYL WINDOW FRAME WITH THERMAL BREAK & DOUBLE PANE, CLEAR, INSULATED GLAZING. INSTALLED IN EXISTING OPENING, SITE VERIFY DIMENSIONS. COLOUR: GREY TO MATCH EXISTING.

DOOR SCHEDULE																					
DOOR NO.	LOCATION	DOOR				FRAME			DESCRIPTION	HARDWARE											
	FROM	TYPE	MATERIAL	SIZE	FIN.	TYPE	FIN.														
GROUND LEVEL																					
D01	MAIN ENTRANCE	EX	-	-		EX	-	EX	EXISTING, ENSURE GOOD WORKING ORDER	EX											
D02	EXIT STAIR	EX	-	-		EX	-	EX	EXISTING, ENSURE GOOD WORKING ORDER	EX											
REFER TO SEPARATE DRAWING PACKAGE & SEPARATE PERMIT APPLICATION FOR ALL INTERIOR SCOPE OF WORK.																					
D15	EXIT DOOR	EX	-	-		PT	EX	PT	EXISTING FIRE RATED DOOR WITH NEW TRANSOM WINDOW ABOVE. ENSURE GOOD WORKING ORDER	EX PANIC BAR, CLOSER, WEATHER STRIP. REPLACE OR MAKE GOOD AS NEEDED.											
SECOND LEVEL																					
REFER TO SEPARATE DRAWING PACKAGE & SEPARATE PERMIT APPLICATION FOR ALL INTERIOR SCOPE OF WORK.																					
D37	ROOF ACCESS	-	EX. STEEL	-		PT	-	PT	EXISTING	-											



TORONTO: 180 JOHN STREET
TORONTO, ON M5T1X5

ST. THOMAS: 28 PRINCESS AVE.
ST. THOMAS, ON N5R3V4

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Seals	
Client:	North:
THE ATRIUM	
581-583 TALBOT ST. ST. THOMAS, ON N5P 1C5	

Project Title:

EXTERIOR RENOVATION

#2		
#1	2026.01.21	ISSUED FOR HERITAGE APPROVAL PERMIT
No.	Date	Description

Issue

Scale: 3/16" - 1'-0"

Drawn By: JB/EN

Checked By: QA:	DC	
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Project No: 25-017

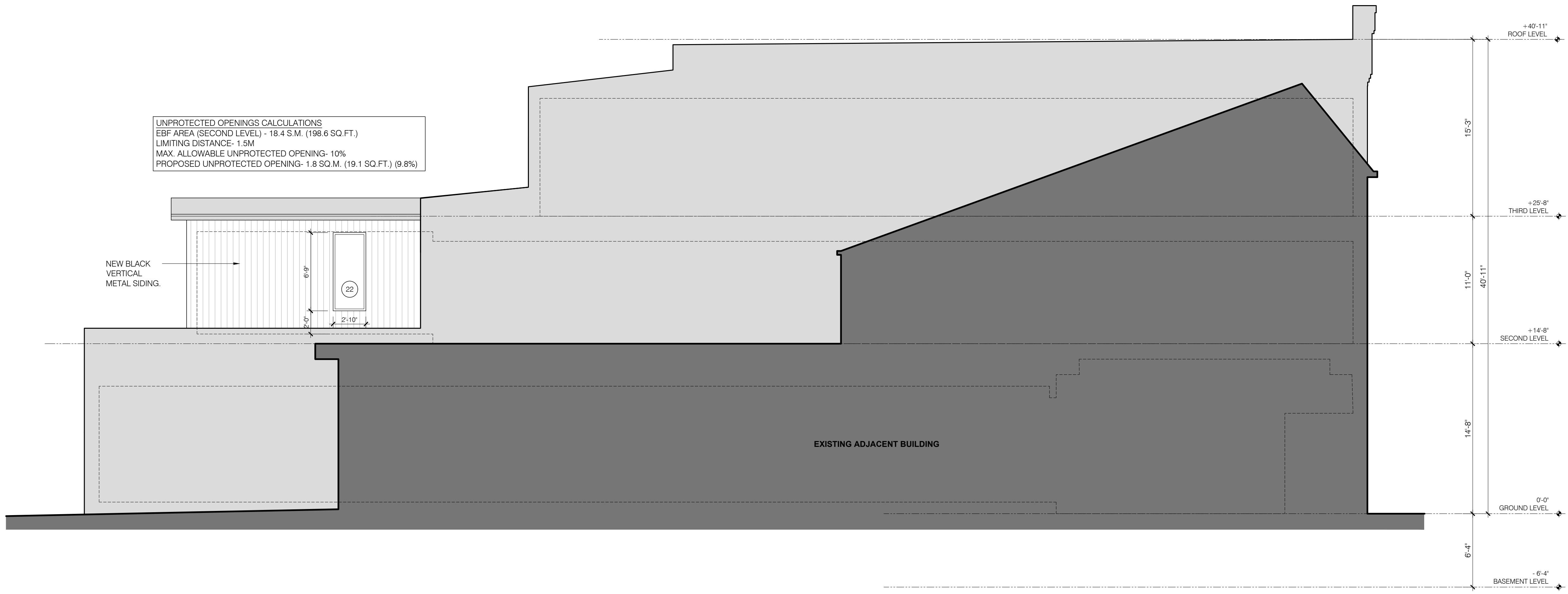
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SCHEDULES

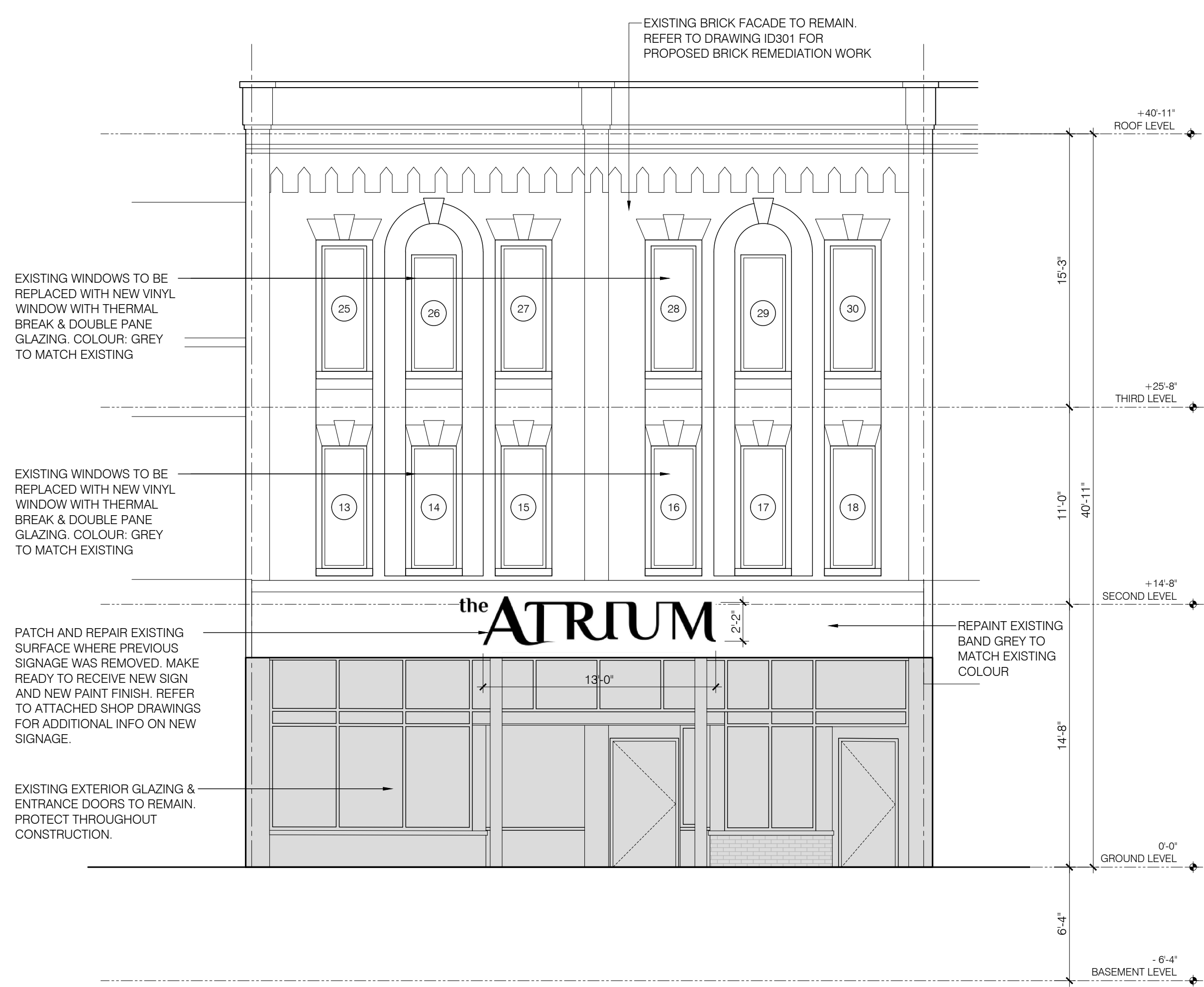
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ID002

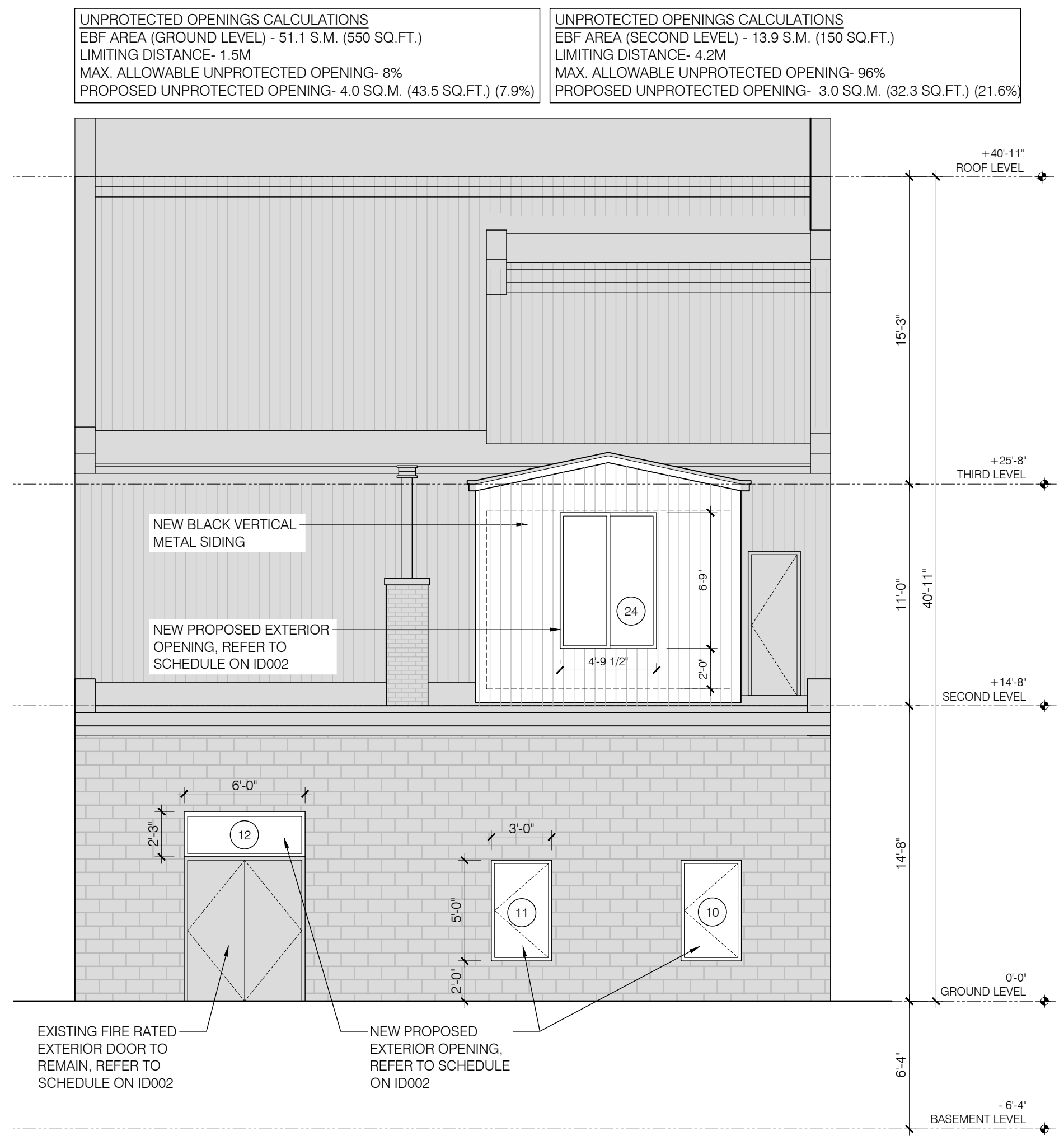
- Notes:
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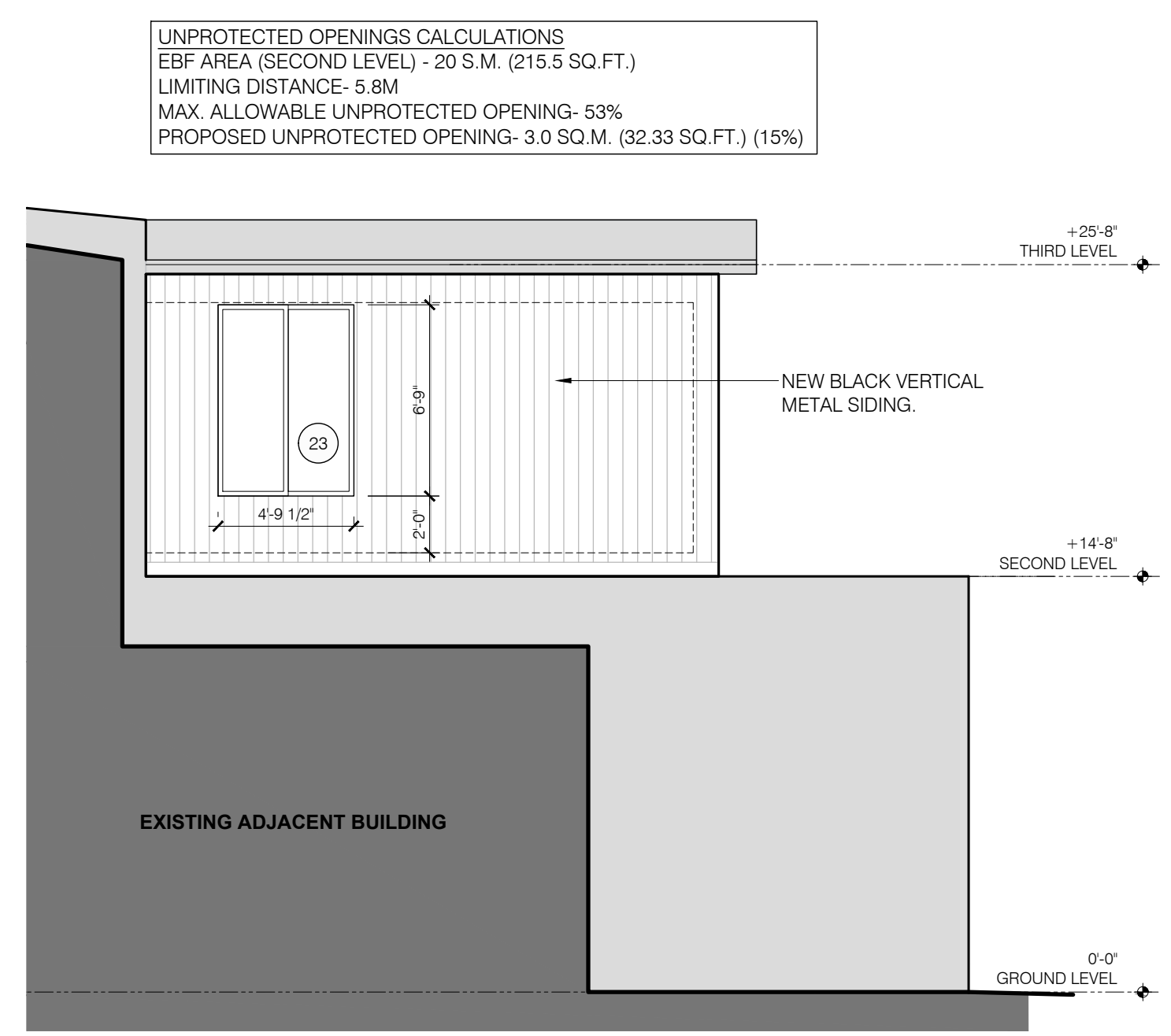
3 LEFT SIDE ELEVATION
ID300 SCALE: 3/16" = 1'-0"



1 FRONT ELEVATION
ID300 SCALE: 3/16" = 1'-0"



2 REAR ELEVATION
ID300 SCALE: 3/16" = 1'-0"



3 PARTIAL RIGHT SIDE ELEVATION
ID300 SCALE: 3/16" = 1'-0"

Seals

Client: THE ATRIUM

581-583 TALBOT ST.
ST. THOMAS, ON
N5P 1C5

North:

Project Title:
EXTERIOR RENOVATION

#2		
#1	2026.01.21	ISSUED FOR HERITAGE APPROVAL PERMIT
No.	Date	Description
Issue:		
Scale:	3/16" - 1'-0"	
Drawn By:	JB/EM	
Checked By:	QA:	DC
Project No:	25-017	

Drawing Contents:
EXTERIOR ELEVATIONS

Sheet No: ID300

FURTHER SITE INVESTIGATION IS NEEDED TO ENSURE IF OTHER EXTERIOR ELEMENTS REQUIRES ATTENTION. TO IDENTIFY STRUCTURAL ISSUES, WATER DAMAGE OR BRICK FINISH DETERIORATION AND TO PROVIDE THE APPROPRIATE METHOD OF REPAIR THAT IS REQUIRED.

EXISTING DECORATIVE CORNICE
REPAIR/REPLACE ELEMENTS OF PARAPET/WALL ASSEMBLY AS REQUIRED INCLUDING BUT NOT LIMITED TO BRICK FINISH, INSULATION, AIR/VAPOR BARRIER AND SUBSTRATE. SITE VERIFY EXTENT OF WORK.

EXISTING WINDOW ARCH
MAKE GOOD OF EXISTING BRICK FINISH AS REQUIRED. SITE VERIFY EXTENT OF WORK.

MAKE GOOD OF EXISTING METAL CROWN/CAPPING. REPLACE TO MATCH EXISTING IF/AS REQUIRED.

EXISTING DECORATIVE CORNICE
REPAIR/REPLACE ELEMENTS OF PARAPET/WALL ASSEMBLY AS REQUIRED INCLUDING BUT NOT LIMITED TO BRICK FINISH, INSULATION, AIR/VAPOR BARRIER AND SUBSTRATE. SITE VERIFY EXTENT OF WORK.

EXISTING WINDOW ARCH
MAKE GOOD OF EXISTING BRICK FINISH AS REQUIRED. SITE VERIFY EXTENT OF WORK.

EXISTING WINDOWS TO BE REPLACED

EXISTING WINDOWS TO BE REPLACED WITH NEW VINYL WITH THERMAL BREAK & DOUBLE PANE GLAZING. COLOUR: GREY TO MATCH EXISTING

PATCH AND REPAIR EXISTING SURFACE WHERE PREVIOUS SIGNAGE WAS REMOVED. MAKE READY TO RECEIVE NEW SIGN AND NEW PAINT FINISH. REFER TO ATTACHED SHOP DRAWINGS FOR ADDITIONAL INFO ON NEW SIGNAGE.

PAINT EXISTING BAND GREY TO MATCH EXISTING



1 FRONT ELEVATION
ID302 SCALE: 3/16" = 1'-0"



MAKE GOOD EXISTING BRICK FINISH AS REQUIRED. SITE VERIFY EXTENT OF WORK.

2 BACK OF HOUSE ROOF
ID302 SCALE: NTS

TORONTO: 180 JOHN STREET
TORONTO, ON M5T 1X5

ST. THOMAS: 28 PRINCESS AVE.
ST. THOMAS, ON N5R3V4

OFFICE: 905.274.8880 INFO@THECBG.CA

- Notes:
- CONTRACTOR TO CHECK AND VERIFY ALL DIMENSIONS PRIOR TO COMMENCING WORK.
1. CONTRACTOR TO COMPLY WITH ALL BUILDING CODES, REGULATIONS, AND ORDINANCES OF AUTHORITIES HAVING JURISDICTION.
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Seals	
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Client:	North:
THE ATRIUM	
581-583 TALBOT ST. ST. THOMAS, ON N5P 1G5	

Project Title:

EXTERIOR RENOVATION

#2		
#1	2026.01.21	ISSUED FOR HERITAGE APPROVAL PERMIT
No.	Date	Description

Issue:	
Scale:	AS SHOWN
Drawn By:	JB/EM
Checked By: QA:	DC
Project No:	25-017

Drawing Contents:

BUILDING ENVELOPE
REMEDATION WORK

Sheet No:

ID301



SIGNAGE CALCULATIONS / PERMIT NOTES

Location: St. Thomas, Ontario

Tenant Area (1st Floor): 562.22 sq ft (52.23 m²)
Proposed Sign Area: 37.90 sq ft (3.52 m²)
Sign Area as % of Tenant Area: 6.74%

Sign Weight: 48 lb (22 kg)

Wind Load Design (Reference):
q50: 0.47 kPa (St. Thomas, Ontario)

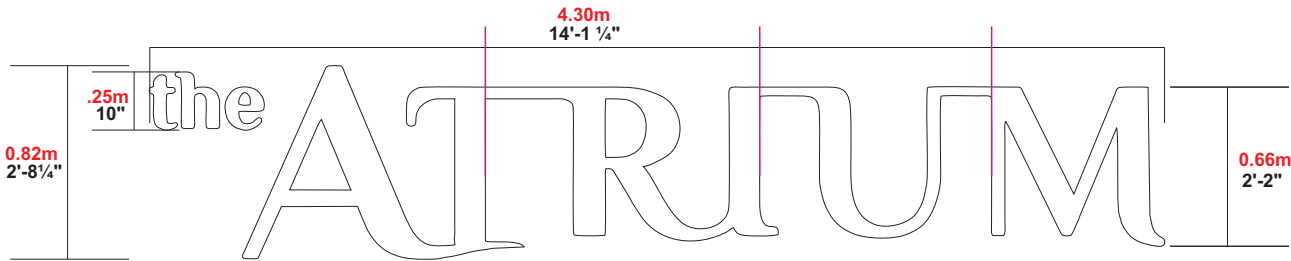
General Notes:

All dimensions and conditions to be field verified prior to fabrication/installation.

Installation to comply with applicable
Ontario Building Code and Ontario Electrical Code.

Note: Production seam shown in pink. Installer to align and butt seams tightly to appear as continuous lettering.

Client to provide vector line artwork for production.
Artwork shown below is a quick trace derived from a reference image and is for layout purposes only.



Scale: 3/8" = 1'-0"



Satin White



7000 K

Qty: 1
Reverse (halo) illuminated channel letters

- 0.080" aluminum faces
- 3" x 0.040" aluminum coil returns, painted white, satin finish (interior and exterior)
- 1/2" thick 2447 white acrylic backs
- Low-intensity 7000K white LED halo illumination
- 1" standoff from wall
- Remote power supply

FOR HERITAGE PERMIT ONLY

- MOUNTING & ELECTRICAL NOTES
- Channel letters to be mounted to an existing non-heritage wood panel over plywood backer (existing condition).
 - No penetration of original heritage façade materials is proposed.
 - Electrical wiring to be routed through the existing backer only for connection within the tenant space.
 - All wiring and power supplies to be fully concealed from public view.
 - All penetrations to be minimal in size, neatly sealed, and concealed behind the signage.
 - Installation to comply with the Ontario Electrical Code and all applicable municipal requirements.
 - All work is reversible in nature and limited to existing non-heritage materials.

Repair and painting of existing backer to be completed by others after removal of existing sign.



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581 Talbot St,
St Thomas,
ON N5P 1C5

the ATRIUM

PROJECT MANAGER:
JOE HUSAMI

DRAWN BY: J. Kim
DATE: Jan 26, 2025

The graphic rendition is representative of specific signage. Colour, dimensional, and material details should be verified using reference drawing specifications. BolDe Imaging Group Inc. is not responsible for inherent variations caused by display and/or print variations

Docket No.
00000

Drawing No.

ATRIUM_581 Talbot Street, St. Thomas



Vinyl Specific:

Unless otherwise specified, all vinyl will have a matte finish. Colour selection should be made with the Pantone colour provided by the client. The colour match will be as close as possible to the Pantone colour. If you require hard proofs for colour matching,

Please contact your Project Manager.



Paint Specific:

Unless otherwise specified, all paint will have a satin finish.



COLOUR INFO FOR ALL PRODUCTION:

All sensitive colours should have a Pantone colour assigned. All printing uses the C.M.Y.K. ink system. Files provided in RGB colour space will be automatically converted to C.M.Y.K. by the RIP software, which may produce unexpected results. Files provided in C.M.Y.K. colour space will print as is.

If you require hard proofs for colour matching,

Please contact your Project Manager.



Unless otherwise specified, all clear overlaminates will have a matte finish.



REVISION DATES:

Suitable for **dry** location. ☐
Suitable for **wet** location. ☐

Service Note:
To replace led driver, please disconnect power before servicing & re-install new driver as per local codes.

The location of the disconnected switch after installation shall comply with Article 600.6(A)(1) of the National Electrical Code."
"This sign is intended to be installed in accordance with the requirements of Article 600 of the National Electrical Code and/or other applicable local codes. This includes proper grounding and bonding of the sign."



120v

277v

347v

OTHER

☐ Permit Required

☒ Conceptual artwork

☐ Production artwork

☐ Indoor

☒ Outdoor

HERITAGE PERMIT

St. Thomas

The proposed signage consists of reverse halo-illuminated channel letters mounted to an existing, non-heritage wood sign panel installed over a plywood backer.

The existing wood panel and plywood backer are modern additions and are not part of the original heritage fabric of the building. These elements will be retained and reused for the proposed signage.

All mounting and electrical work will be confined entirely to the existing backer assembly. Electrical wiring will pass through the existing wood panel and plywood backer only, in order to connect to power within the tenant space.

No penetration, alteration, or removal of original heritage materials (including masonry, stone, brick, or façade detailing) is proposed as part of this work.

The proposed signage is reversible in nature. Removal of the signage in the future can be completed without permanent impact to the heritage building.

Illumination will be low-intensity reverse halo lighting, designed to minimize visual impact and remain compatible with the character of the heritage streetscape.

The size, placement, and projection of the proposed signage remain consistent with existing conditions and do not introduce additional visual massing.

HERITAGE PERMIT NOTES – EXISTING WALL CONDITIONS

- Existing wall construction is based on visual site observation only; concealed conditions are unknown.
- No work is proposed to original heritage wall materials.
- Existing wood wall panel installed over exterior-grade plywood on brick (existing condition).

Reference photos:

- 2015 photo shows exterior-grade plywood installed.
- 2016 photo shows wood backer installed over existing plywood.

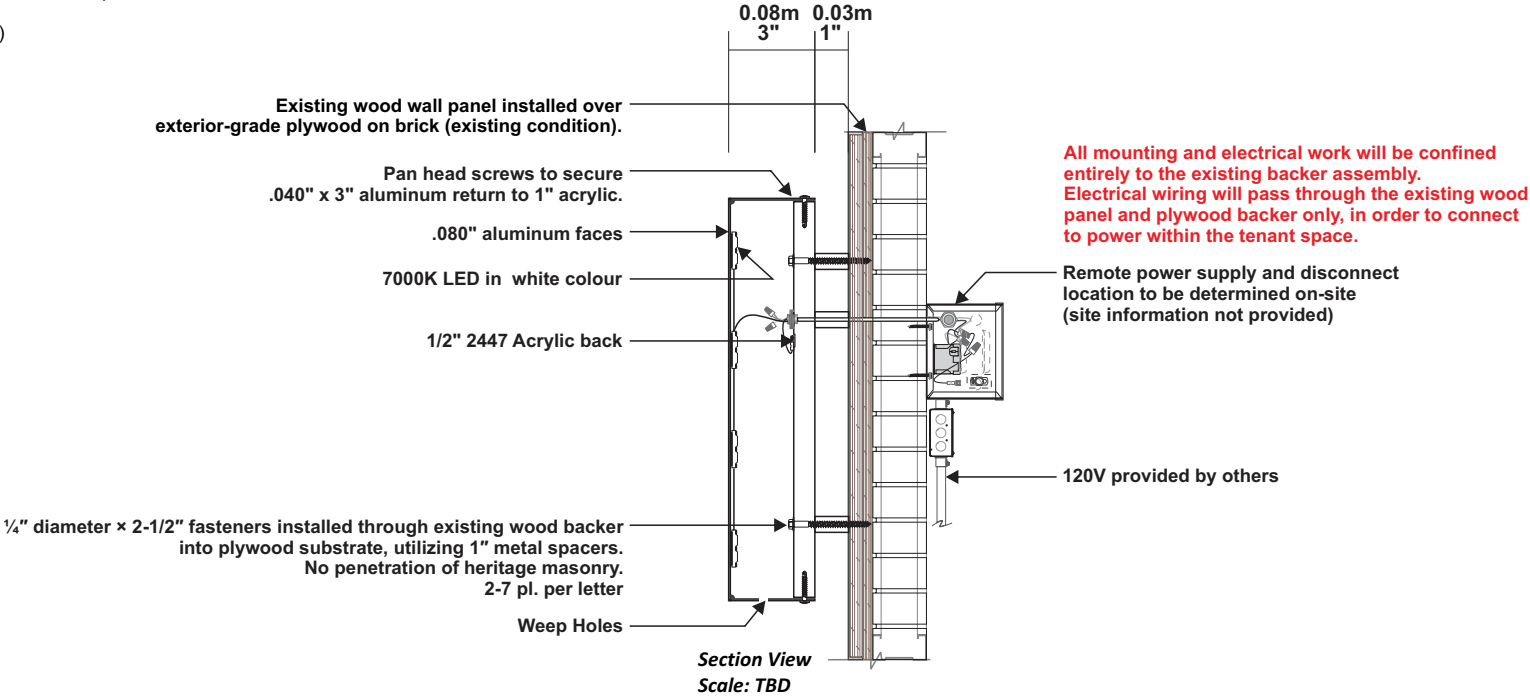
2015



2016



Repair and painting of existing backer to be completed by others after removal of existing sign.



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581 Talbot St,
St Thomas,
ON N5P 1C5

the ATRIUM

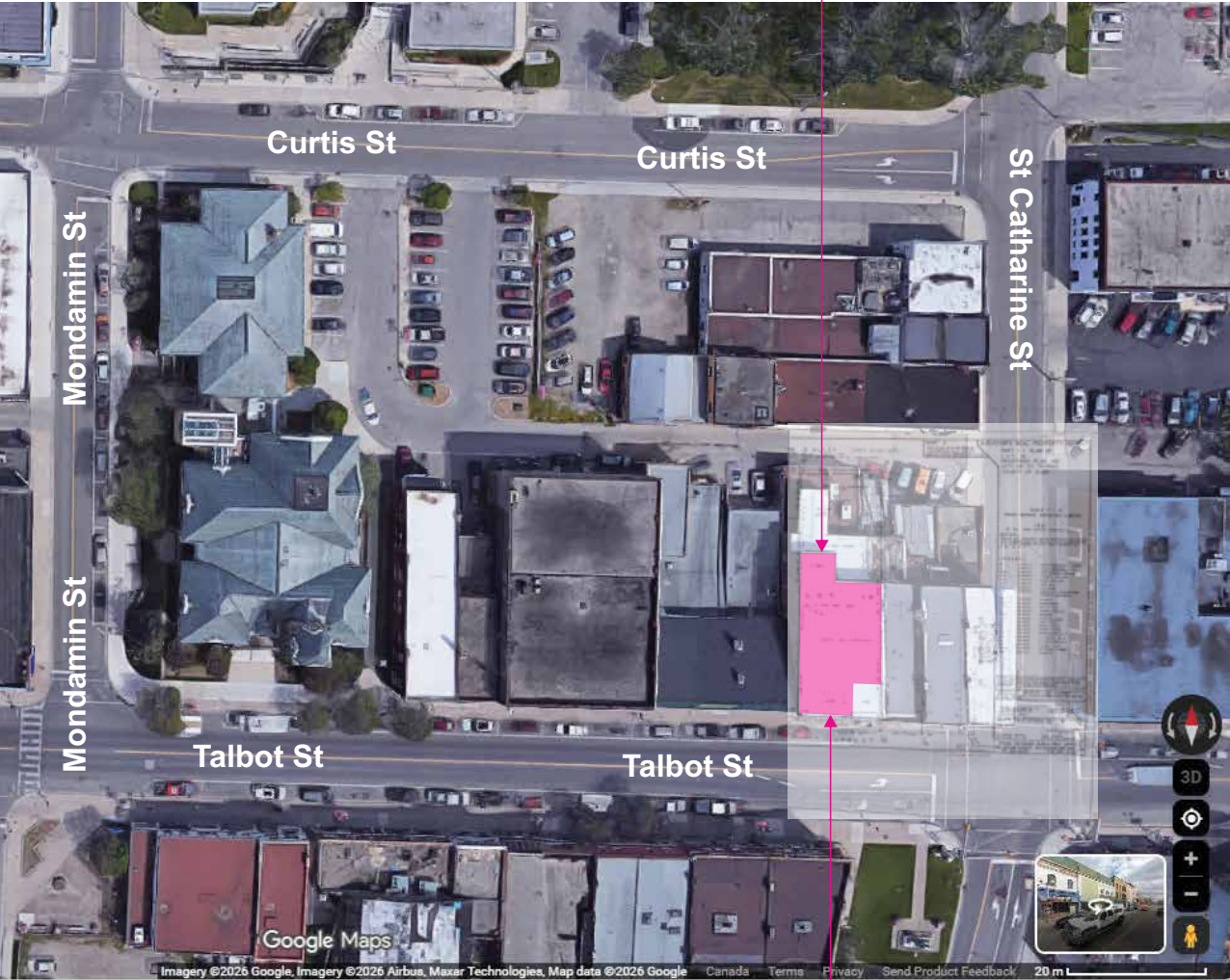
PROJECT MANAGER:
JOE HUSAMI

DRAWN BY: J. Kim
DATE: Jan 26, 2025

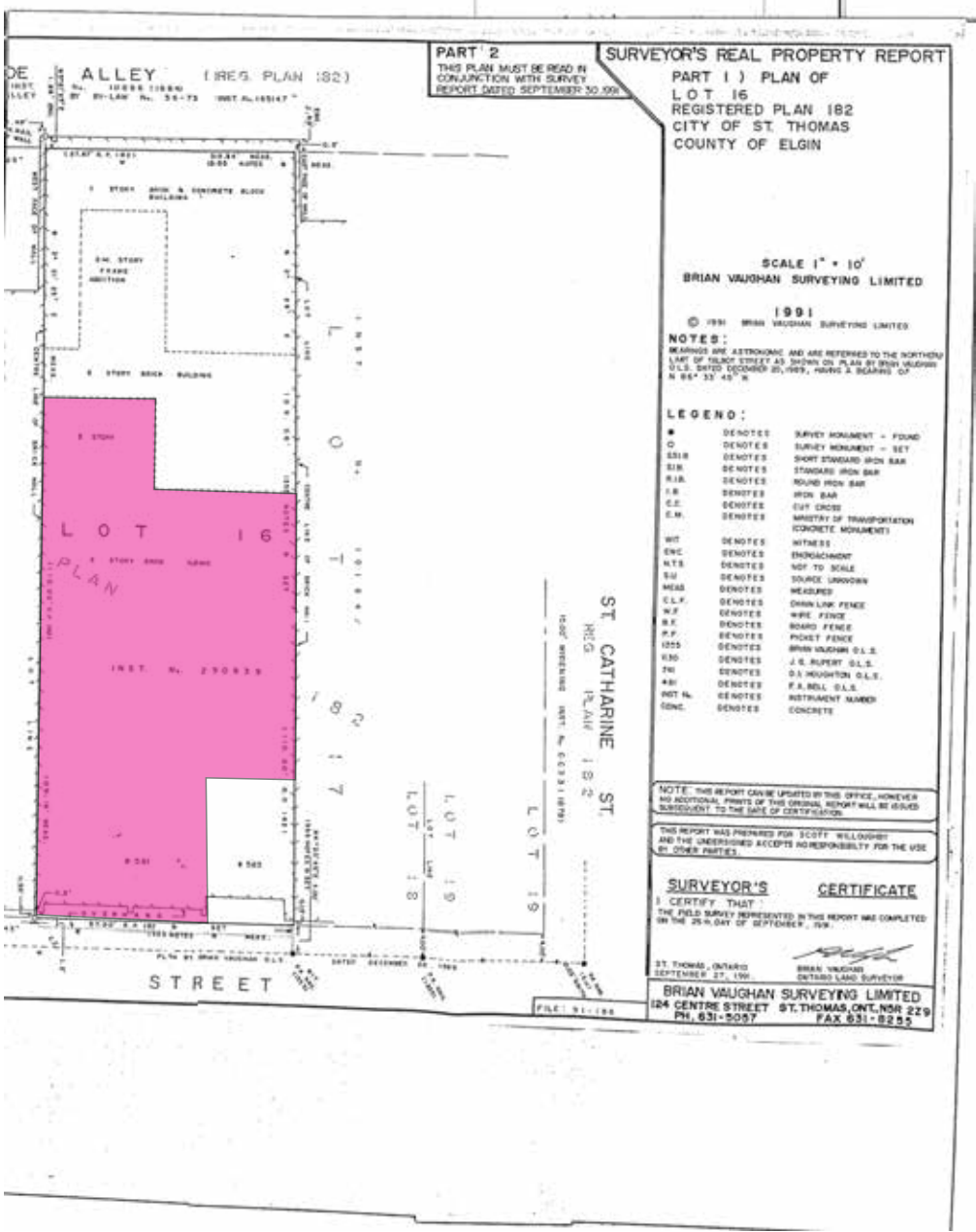
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PAGE# 3/4

AREA OF WORK – 581 Talbot St, St. Thomas, ON N5P 1C5



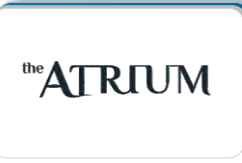
Proposed Sign Location



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581 Talbot St,
St Thomas,
ON N5P 1C5



PROJECT MANAGER:
JOE HUSAMI

DRAWN BY: J. Kim
DATE: Jan 26, 2025

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PERMIT# 02-26

HERITAGE ALTERATION PERMIT

THE COUNCIL OF THE CITY OF ST. THOMAS HEREBY ISSUES THIS PERMIT:

To: Michelle Crevits
581 Talbot Street, St. Thomas, ON, N5P 1C5

For: Repairs and restoration of existing elements, replacement of second and third-storey windows and replacement of signage on front façade. Addition of new metal cladding and new windows and openings on rear facade, as per File No. HAP-02-26.

SUBJECT TO THE FOLLOWING CONDITIONS:

Dated on this ____ day of _____, 2026

THIS PERMIT EXPIRES TWO YEARS FROM THE DATE OF ISSUANCE

 Clerk

 Mayor