



PLANNING AND DEVELOPMENT

DEVELOPMENT COMPLIANCE BRANCH
5th FLOOR, 10250 - 101 STREET NW
EDMONTON, ALBERTA
T5J 3P4
PHONE: (780) 496-3100
FAX: (780) 496-6054

SIGN PERMIT APPLICATION FORM

Development & Building Permit for Permanent Signs

DATE: \_\_\_\_\_

All submission requirements are included on the back of this application form.

WHO IS APPLYING FOR THIS SIGN PERMIT ?

Posse Customer ID # \_\_\_\_\_

APPLICANT/COMPANY NAME: \_\_\_\_\_

MUNICIPAL ADDRESS: \_\_\_\_\_

CONTACT PERSON'S NAME: \_\_\_\_\_

PHONE NO: \_\_\_\_\_ FAX NO: \_\_\_\_\_ CELL NO: \_\_\_\_\_

The personal information on this form is collected under the authority of Section 33(c) of the Alberta Freedom of Information and Protection of Privacy Act, Section 642 of the Municipal Government Act and/or Section 63 of the Safety Codes Act. The information will be used to process your application(s) and your name and address of where the development/use is being proposed may be included on reports that are available to the public. If you have any questions on the collection and use of this information, please contact the FOIP Representative at (780) 496-6052.

WHERE WILL THE SIGN BE INSTALLED ?

MUNICIPAL ADDRESS: \_\_\_\_\_

LEGAL DESCRIPTION: PLAN: \_\_\_\_\_ BLOCK: \_\_\_\_\_ LOT(S): \_\_\_\_\_

QUARTER SECTION: \_\_\_\_\_ TWP: \_\_\_\_\_ RANGE: \_\_\_\_\_

WHAT TYPE AND NUMBER OF SIGNS WILL BE INSTALLED ? (please circle)

Table with columns for NUMBER OF SIGNS, ON or OFF PREMISE, FREE STANDING (FS), FASCIA (F), PROJECTING (P), and ROOF (R). Includes rows for ON/OFF checkboxes and FS/F/P/R options.

COPY WORDING ON SIGN: \_\_\_\_\_

INDICATE THE CONSTRUCTION VALUE (IN DOLLARS) \$ \_\_\_\_\_

FEES:

DEVELOPMENT PERMIT table with rows for On Premise Signs (Fascia, Freestanding, Projecting & Roof) and Off Premises Signs (All).

BUILDING PERMIT table with rows for UP TO \$5000.00 Construction Value, OVER \$5000.00 Construction Value, and Safety Codes Fee.

A BUILDING PERMIT IS REQUIRED FOR ALL SIGNS EXCEPT:

- 1. Freestanding signs under 2.1 m. (7ft.) high
2. Changing existing wording on a sign - no change to support structure
3. Cloth banners or signs painted on the building

OFFICE USE ONLY box containing fields for ZONING, DEFINITION, DATE, PERMITTED, DISCRETIONARY, REVIEW BY, NEITHER, and BUILDING PERMIT REQUIREMENTS?

Method of Payment (Check one): Cash, Cheque, Visa, MasterCard. Card Number, Expiry date, Cardholder Name.

## DEVELOPMENT & BUILDING PERMIT REQUIREMENTS for SIGNS

Applications **must include** two (2) sets of a site plan, two (2) sets of elevation drawings and two (2) sets of construction details. Additional information may be required as considered as necessary by the Development Officer.

1) TWO (2) SETS OF A SITE PLAN (PREFERABLY SCALED/SEE BELOW) MUST INCLUDE THE FOLLOWING DETAILS:

- A north arrow
- The corresponding street and avenue
- The size and location of buildings on site
- Dimensions of the site (property lines)
- Curb line
- Curb to property line (may be obtained from Transportation and Streets –496-6636)
- Curb to building
- SIGN LOCATION

2) TWO (2) SETS OF ELEVATION DRAWINGS (MUST INCLUDE THE FOLLOWING DETAILS):

- Size of sign
- Copy on sign
- The distance from grade to top of sign (freestanding signs/see below)
- Clearance from bottom of sign to grade (fascia, projecting)

3) TWO (2) SETS OF CONSTRUCTION DETAILS (WORKING DRAWINGS) MUST INCLUDE:

- Materials used to construct sign
- Size and Depth of concrete piles (freestanding signs)
- How sign is fastened to building (fascia signs)
- ENGINEERING STAMP ON DRAWINGS OR ALBERTA SIGN ASSOCIATION ENGINEERED STICKER\*\*

4) AUTHORIZATION LETTER FROM LAND OWNER GIVING PERMISSION TO ERECT SIGN.

5) PHOTOGRAPH OF BUILDING OR SITE WITH SIGN LOCATION AND WORDING DRAWN ON PHOTO IN INK.

**\*\* ENGINEERING IS REQUIRED FOR ALL SIGNS EXCEPT:**

1. Individual letter signs with letters not exceeding 0.37 sq. m. (24" x 24"). Letters lightweight showing fastening used to attach to building face.

2. Fascia signs less than 4.6 sq. m. (50 sq. ft.) in area. Length no to exceed 7.6 m. (25 ft.) and not more than 3.6 (12ft.) above ground (grade) level to top of sign in height. Sign is lightweight.

3. Plywood signs less than 3 sq. m. (32 sq. ft.) attached to building face and showing the type/number of fasteners used for attachment.

