

## SECTION 1: PROJECT

Project Address:

Project Name: (optional)

Name of the Business or Development: (where the Sign is to be erected)

Proposed Sign Types	Number of Signs	Advertising Type (On-premises or Off-premises)
Fascia - Wall		
Fascia - Window		
Freestanding		
Projecting - Blade, Awning, Canopy		
Projecting - Roof Sign		
Minor Digital - No Animation		
Major Digital - Animation/ Moving effects		

Comprehensive Sign Design Plan:  New  Revision

## SECTION 2: CONSTRUCTION DETAILS

**Construction Value:**

**Electrical Details:**

Does the sign require an electrical connection?  Yes  No  
Who is doing the electrical work?  An Electrical Contractor  A Sign Installer

Electrical Contractor Name or Sign Installer Name and Certification Number:

**Professional Engineering:**

Alberta Sign Association (ASA) Compliance Number or Engineer Name:

Fascia Signs and Projecting Signs require an engineer's design for its structural capacity and method of attachment to the building. Such a design must contain appropriate engineering authentication and validation as per the APEGA standard.

Fascia signs exempted from requiring engineering:

- Individual letters of maximum area of 0.37 square metres (4 square feet), not attached to other letters, independently attached to a building
- Plywood sign of maximum area of 3.0 square metres (32.29 square feet), not attached to other signs, independently attached to a building
- Cloth or fabric banners and signs painted on an existing building structure

### Sign Permit | 10.04.2024

The personal information collected on this form is collected under the authority of section 33(c) of the Freedom of Information and Protection of Privacy Act (Alberta). It will be used to process your Portable Sign Permit application. If you have questions or concerns about the collection, use, disclosure or destruction of the personal information collected on this form, please contact Service Advisor, Edmonton Service Centre, 2nd Floor, 10111 - 104 avenue NW, Edmonton, AB, T5J 0J4, 780-442-5054.

## SECTION 3: APPLICANT INFORMATION

Applicant / Company Name:

Applicant Address:

City:

Province:

Postal Code:

Contact Name:

Contact Phone Number:

Contact Email Address:

As the applicant, I affirm (check one):

I am the registered owner of the above noted property

I have entered into a binding agreement to purchase the above noted property with the registered

owner(s) I have permission of the registered owner(s) of the above noted property to apply for permit(s)

I am aware that NO WORK on this project is authorized before the appropriate permit is issued.

The information provided with this permit application, such as plans and specifications, supporting documents, details, professional schedule letters, etc., pertains to the project that is the subject of this application and to the best of my knowledge is true and complete.

Signature:

Signature Date:

## SECTION 4: SUBMISSION REQUIREMENTS

See [edmonton.ca/permanentsigns](http://edmonton.ca/permanentsigns) for application requirements and for additional information about Sign Types.

### FASCIA SIGN

Site Plan or Curb to Property Line Map with Aerial Imaging  
Elevations/Drawings  
Detailed Plans  
Engineering Details

### FREESTANDING SIGN

Plot Plan/Survey Plan  
Site Plan  
Elevations/Drawings and Detail Plans

### PROJECTING SIGN

Site Plan or Curb to Property Line Map with Aerial Imaging  
Elevations/Drawings  
Detailed Plans  
Engineering Details

### MAJOR AND MINOR DIGITAL SIGN

Plot Plan/Survey Plan  
Site Plan  
Elevations/ Drawings  
Detailed Plan  
Landowner Confirmation of Sign Illumination Regulations  
Manufacturer's Specifications  
Engineering Details

### COMPREHENSIVE SIGN DESIGN PLAN

Comprehensive Sign Design Plan Narrative  
Site Plan or Curb to Property Line Map with Aerial Imaging  
Elevations/Drawings  
Detailed Plans

### DROP OFF LOCATION

Edmonton Service Centre  
2nd floor, 10111 - 104 Avenue NW  
Edmonton, AB T5J 0J4  
Monday - Friday, 8am to 4:30pm

### QUESTIONS?

Phone: 311  
or if outside Edmonton 780-442-5311  
Email: [permanentsigns@edmonton.ca](mailto:permanentsigns@edmonton.ca)

### FEES

For Addition information Visit  
[edmonton.ca/permitfees](http://edmonton.ca/permitfees)