

DEVELOPMENT PERMIT NOTIFICATION SIGNS: GUIDE FOR REQUIREMENTS, PRINTING AND INSTALLATION

The Zoning Bylaw sets out the requirement for certain sites to display visible and easy to read signage to inform the public of what has been approved for construction and who to contact for more information. The signs are one way to encourage open communication and respectful construction practices in redeveloping areas.

Development Permit Notification Sign Requirement

Development Permit notification signs are mandatory for new principal buildings, substantial exterior renovations, and demolition on sites zoned RS, RSM, RM, RL, CN, MUN or MU, or any other site at the discretion of the Development Planner.

The Development Planner may require 1 or more signs to be posted on site. Signs must be posted within 14 days of Development Permit approval and maintained until final occupancy is issued. No activity should occur on a construction site without an installed Development Permit Notification Sign. Failing to display a Development Permit notification sign may result in a penalty fine starting at \$500.

Sign Specifications, Printing and Installation



City staff design your sign for you to ensure it contains the required information below. When your sign is ready, you will receive a printable file by email.

- Municipal address
- Description of the approved development
- Contact information of the contractor, applicant and/or property owner that will respond to project inquiries
- An image representing the outside of the approved building (e.g. elevation drawing)
- City file number
- Other contacts for reporting concerns

	Elevation Drawing Specifications	Printing Specifications
<p>Option 1: 24" x 18" Sign</p> <p>Use this size if you only want to display one image.</p>	<ul style="list-style-type: none"> Acceptable file formats: PDF, JPEG, or PNG Minimum resolution: 300 dpi Recommended size: 12" x 8" 	<ul style="list-style-type: none"> Final size: 24" x 18" with 0.25" bleed Color: 4/0 process Stock: e-panel or coroplast Quantity: 1, unless otherwise directed
<p>Option 2: 4' x 4' Sign</p> <p>Use this size if you want to display more than one image and/or a company logo.</p>	<ul style="list-style-type: none"> Acceptable file formats: PDF, JPEG, or PNG Minimum resolution: 300 dpi Recommended size: 24" x 16" (multiple images can be added to the sign, as long as they all fit within the recommended size) 	<ul style="list-style-type: none"> Final size: 4' x 4' with 0.25" bleed Color: 4/0 process Stock: e-panel or coroplast Quantity: 1, unless otherwise directed

**OPTION 1:
24" x 18" Sign (horizontal or vertical)**

**OPTION 2:
4' x 4' Sign**



Installation Requirements

- Must be located on-site within 2.0 metres of and readable from a front lot line or flanking lot line
- May be freestanding or fixed to fencing/hoarding
- Must install within 14 days of Development Permit approval and *before* any on-site demolition or construction activities
- Send a picture of installed sign(s) to dpnoticesigns@edmonton.ca
- Maintain the sign until final occupancy is issued