

Sign Permit Application

For a Development Permit for Permanent Signs

APPLICANT DETAILS

APPLICANT/COMPANY NAME:		
CITY CUSTOMER ID:	EDMONTON BUSINESS LICENCE #:	
MUNICIPAL/MAILING ADDRESS:		
CITY:	PROVINCE:	POSTAL CODE:
CONTACT NAME:	PHONE:	
EMAIL:		
By providing an email, I consent to receiving documents or communications related to this application, including but not limited to development permit decisions, acknowledgments confirming an application is complete, and any notices identifying any outstanding documents and information, by email.		

SIGN DETAILS

NAME OF THE BUSINESS OR DEVELOPMENT: (where the sign is to be erected)			
MUNICIPAL ADDRESS:			
LEGAL DESCRIPTION:	PLAN:	BLOCK:	LOT:

PROPOSED SIGN TYPE(S):	Submit Checklist Sections	ON or OFF Premises	# of this type	Development Permit Fees/Sign
FASCIA	1 and A		x	\$123.00
FREESTANDING	1 and B		x	\$383.00
PROJECTING*	1 and C		x	\$383.00
ROOF	1 and C		x	\$383.00
DIGITAL: <input type="checkbox"/> MINOR <input type="checkbox"/> MAJOR	1 and A, B or C, and D		x	\$919.00
Comprehensive Sign Design Plan	1 and A, B, C, and/or D		x	\$388.00
CONSTRUCTION VALUE: \$		TOTAL FEE:		

* Any signs which may be considered to encroach onto City property (ie. projecting signs) will require an Encroachment Agreement and associated Fees.

ADDITIONAL REQUIREMENTS: (Refer to Checklist Sections)

The **Submission Requirements Checklist** (Section 1 of this application) is required for ALL signs. Additional information for each sign type is also required. Refer to the sign types and corresponding Sections A-D on the following pages. Only sign applications considered to be complete, will be accepted.

FEE PAYMENT

- Permit fees must be paid at the time of application.
- We accept cash, debit, cheque or credit card.
- If applying by email, a service representative will call you to advise you of your fees.
- The City of Edmonton, in accordance with the Payment Card Industry, has taken measures to protect your payment card information.

OFFICE HOURS

- Office hours are Monday to Friday 8 a.m. to 4:30 p.m.
- The office is closed on statutory holidays.

APPLICATIONS:

Applications may be submitted in person or by email to Edmonton Service Centre. (See contact information at top of this page.)

Information on this application is being collected in accordance with section 33(a) and (c) of the Alberta Freedom of Information and Protection of Privacy (FOIP) Act. It will be used for administrative purposes and to assess your application. Information collected on this form may be made public as allowed by legislation, and may be shared as required with other public bodies such as Alberta Health Services, Edmonton Police Services and/or the Alberta Gaming and Liquor Commission. If you have any questions, please contact a Service Advisor at the Edmonton Service Centre at 780-442-5054.

ENGINEERING EXEMPTIONS:

A stamp or seal by a PROFESSIONAL ENGINEER is required for ALL signs, with the exception of signs that are:

1. have individual letters not greater than 0.37 m², which are not attached to other letters and have independent building attachment.
2. plywood signs not greater than 3.0 m², which are not attached to other signs and have individual building attachment.
3. a freestanding sign.

ELECTRICAL DETAILS

DOES THE SIGN REQUIRE AN ELECTRICAL CONNECTION?:

YES NO If yes:

If yes, please identify the company responsible for the electrical connection of the sign(s), which can be done by a Certified Sign Technician or Master Electrician. A separate Electrical Permit application is required.

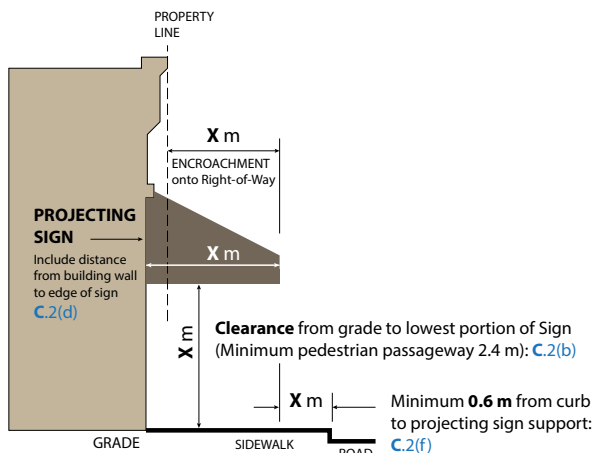
NAME OF ELECTRICAL COMPANY:

CITY CUSTOMER ID:

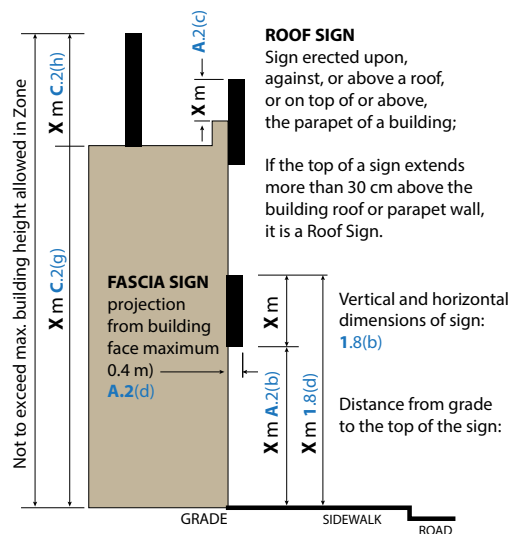
NAME OF CERTIFIED SIGN TECHNICIAN OR MASTER ELECTRICIAN:

CERTIFICATE #:

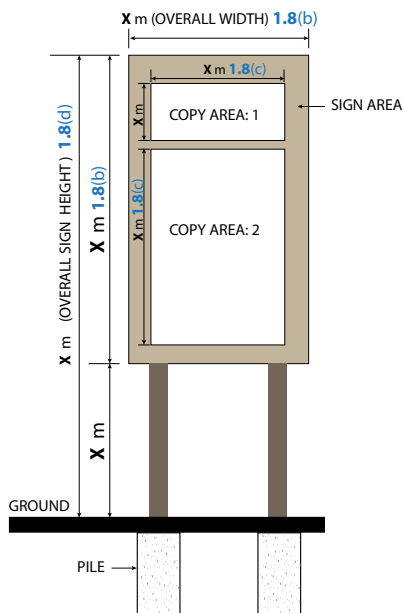
SAMPLES OF REQUIRED DRAWINGS



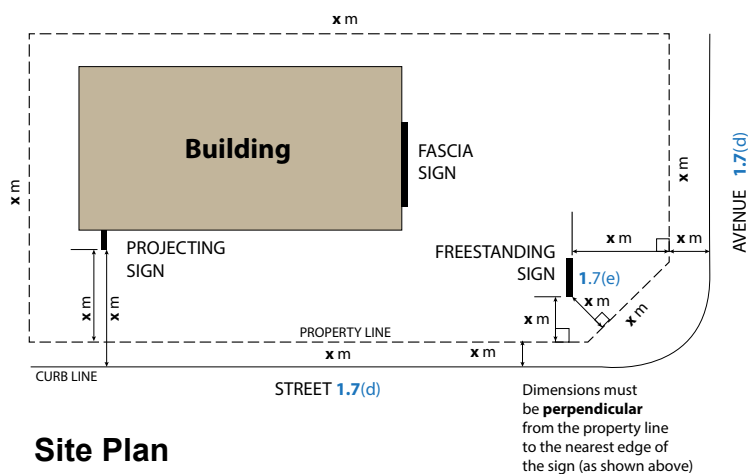
Projecting Sign



Fascia and Roof Sign



Freestanding Sign



Site Plan

A Curb to Property Line Map with Aerial Imaging in PDF is available by emailing mapdesk@edmonton.ca.

Please review the following checklists prior to making your application.

Include Section 1 below along with the additional requirements listed in Sections (A – D) for each sign type.

CHECK	Submission Requirements for ALL Signs	1
	1. Municipal Address (where the sign is to be erected)	
	2. Legal Description (where the sign is to be erected)	
	3. The applicant's name, address, telephone number and interest in the land;	
	4. The name of the business or development where the Sign is to be erected;	
	5. Whether the development where the Sign is to be erected is a single occupancy or multiple occupancy development; Single <input type="checkbox"/> Multiple <input type="checkbox"/>	
	6. A letter from the owner of the property on which the Sign is to be erected, or their appointed agent, authorizing the applicant's Sign development	
	7. A Site Plan or Curb to Property Line Map with Aerial Imaging (to the satisfaction of the development officer) showing the following: (1 set)	
	a) a north arrow	
	b) the curb line, property line and location of any existing or proposed buildings	
	c) dimensions of the site (along property lines)	
	d) the corresponding street and avenue abutting the site	
	e) the location of the proposed Sign on the Site, dimensioned perpendicular from the property lines to nearest edge of sign	
	f) the perpendicular dimension from the building to property line	
	8. Elevation Drawings or Photographs showing the following: (1 set)	
	a) location of the sign on the building or structure	
	b) vertical and horizontal dimensions of the sign	
	c) vertical and horizontal dimensions of all copy on the sign	
	d) the distance from grade to the top of sign	
	9. Detailed Plans (1 set) imprinted with the stamp or seal of a Professional Engineer, showing the following: <i>Note: An Alberta Sign Association Standard Engineered sticker is not accepted for Projecting Signs</i>	
	a) the overall dimensions of the Sign, including all Sign boxes and cabinets;	
	b) a description or illustration of the Copy to be displayed on the Sign;	
	c) the method of illumination (if any);	
	d) the materials from which the Sign is to be constructed;	
	e) the method used to support the Sign;	
	f) the dimensions of any Changeable Copy, and Digital Signs panels;	
	g) any revolving or mechanically moving Sign parts;	
	h) the total Height of the Sign above grade	
	i) Size and depth of concrete piles (freestanding signs)	
	j) the Height and location on the Sign Structure of any photovoltaic cells, solar panels, or solar collectors and ancillary equipment used on the Sign Structure to provide electrical power to the Copy Area or to illuminate the Copy Area.	
	10. If the sign encroaches over City property, a Plot plan showing the exact amount of encroachment must be submitted and prepared by a registered Alberta Land Surveyor.	

ADDITIONAL REQUIREMENTS: CHECKLISTS

In addition to the information required in Section 1 for ALL signs, the following information is also required for Fascia, Freestanding, and Projecting or Roof Signs. If the sign is Digital also include Section D.

CHECK	Additional Requirements for FASCIA Signs:	A
	1. A photograph or elevation drawing of each building façade or structure on which a Sign is to be erected that shows the building façade for a distance of at least 15.0 m on either side of the location of the proposed Sign; and	
	2. Detailed plans showing:	
	a) the location of the Sign on the building or structure	
	b) the clearance from Grade to the lowest portion of the Sign	
	c) maximum extension of the Sign above the building roof or parapet wall	
	d) the distance of the maximum projection of the Sign beyond the building wall	
	e) any sidewalks, pedestrian passageways , or public roadways that the proposed Sign shall extend over	
	3. Is the sign existing?	YES <input type="checkbox"/> NO <input type="checkbox"/>
	4. Are you relocating an existing sign?	YES <input type="checkbox"/> NO <input type="checkbox"/>
	5. If yes, enter Development Permit No. of existing sign:	
	Additional Requirements for FREESTANDING Signs:	B
	1. A photograph that shows the entire Frontage of the Site where the Sign is proposed	
	2. A Site Plan and/or Plot Plan which must include the following:	
	a) the exact location of the proposed Sign with dimensions, prepared by a registered Alberta Land Surveyor	
	b) the location of any existing Freestanding Signs on the Site, and whether such Sign shall be replaced by the proposed Sign	
	c) the radial separation distance between the proposed Sign and other Freestanding Signs located on the Site	
	d) for Off-premises Signs, the radial distance from the proposed Sign to the nearest existing Off-premises Sign	
	3. Is the sign existing?	YES <input type="checkbox"/> NO <input type="checkbox"/>
	4. Are you relocating an existing sign?	YES <input type="checkbox"/> NO <input type="checkbox"/>
	5. If yes, enter Development Permit No. of existing sign:	
	Additional Requirements for PROJECTING or ROOF Signs:	C
	1. A photograph or elevation drawing of each building façade or structure on which a Sign is to be erected that shows the building façade for a distance of at least 15.0 m on either side of the location of the proposed Sign	
	2. Detailed plans showing:	
	a) the location of the Sign on the building or structure	
	b) the clearance from Grade to the lowest portion of the Sign	
	c) any sidewalks, pedestrian passageways , or public roadways that the proposed Sign shall extend over	
	d) the distance the sign projects from the building wall to the furthest edge of the sign (If the sign encroaches over City property, a Plot plan showing the exact amount of encroachment must be submitted and prepared by a registered Alberta Land Surveyor.)	
	e) the location of any existing Projecting Signs on the building and whether such Sign(s) shall be replaced by the proposed Sign	
	f) for Signs which project beyond the property line, the horizontal distance from the curb to the part of the Sign nearest the curb	
	g) building height	
	h) sign height (from top of building to top of sign)	
	3. Is the sign existing?	YES <input type="checkbox"/> NO <input type="checkbox"/>
	4. Are you relocating an existing sign?	YES <input type="checkbox"/> NO <input type="checkbox"/>
	5. If yes, enter Development Permit No. of existing sign:	

In addition to the information required in Section 1 for ALL signs, and in Sections A, B, or C, the following information is also required for ALL Digital Signs.

CHECK	Additional Requirements for DIGITAL Signs:	D
	1. Confirmation from the Digital Sign manufacturer (Manufacturer’s Specification Sheet) that:	
	a) the light intensity of the Sign has been preset not to exceed the illumination levels established in Section 59.2(5) of the Zoning Bylaw	
	b) the Sign has an installed ambient light monitor . (Brightness levels shall not exceed 0.3 footcandles above ambient light conditions)	
	c) Brightness level shall not exceed 400 nits	
	2. An On-Site Plan or Plot Plan which must include the following:	
	a) the exact location of the proposed Sign with dimensions, prepared by a registered Alberta Land Surveyor	
	b) the directional orientation of any Copy Area	
	c) the location of any existing Signs on Site, and whether such Sign shall be replaced by the proposed Sign	
	d) the radial separation distance between the proposed Sign and other Signs located on the Site	
	3. An off-site plan for each Digital Sign face, containing:	
	a) a north arrow	
	b) location of the nearest traffic control devices or traffic control signals, and all traffic control devices or traffic control signals along the sign’s block face	
	c) location of the nearest roadway intersections , and all adjacent roadway intersections	
	d) location of the nearest Digital Sign that is greater than 8 m ²	
	e) location of the nearest Off-premises Sign	
	f) location of all transit stops and shelters along the block face	
	4. A photograph that shows the length of the Frontage of the Site where the Sign is to be erected	
	5. Photographs of the abutting roadway(s) where the Sign is to be erected	
	6. Design measures incorporated into the application that mitigate possible safety impacts	
	7. A traffic safety study imprinted with the stamp or seal of a Professional Engineer is required for all Major Digital Sign applications near traffic conflict points such as intersections, merge points, exit ramps, traffic control signals or curved roadways. A traffic safety study imprinted with the stamp or seal of a Professional Engineer may be required at the discretion of the Development Officer in consultation with Transportation Services for any Minor Digital On-premises Sign, Minor Digital Off-premises Sign, Minor Digital On-premises Off-premises Sign, or Major Digital Sign. The study shall contain, but is not limited to, an analysis of possible traffic safety impacts, including impacts on motor vehicle drivers, pedestrians, cyclists, and visibility of traffic control devices or traffic control signals	
	8. Is the sign existing?	YES <input type="checkbox"/> NO <input type="checkbox"/>
	9. Are you relocating an existing sign?	YES <input type="checkbox"/> NO <input type="checkbox"/>
	10. If yes, enter Development Permit No. of existing sign:	
	Notes:	