



# INFILL SIGNAGE REQUIREMENTS

## GUIDE TO PRODUCTION & INSTALLATION

Edmonton

Developers, contractors, builders and communities need to work together to maintain safe, tidy and considerate infill building sites. To support open communication and respectful construction practices, The City of Edmonton has implemented three signs to be posted on infill construction sites: an address sign, a development permit notification sign, and the worksite code of conduct.

### 1

## ADDRESS SIGN

It is mandatory for every construction site in the city to have a temporary sign displaying the site address and building permit number until construction is complete or permanent address signage is installed.

### MAKE YOUR SIGN

- Use durable, weatherproof material
- No advertising messages or logos are permitted



### FONT SPECIFICATIONS

VIEWING DISTANCE FROM ROAD	MINIMUM CHARACTER HEIGHT
0-15m	10cm
15-20m	15cm
>20m	20cm

### INSTALL YOUR SIGN

Sign must be installed on the main floor of the building and positioned so that it can be easily read from the street.

# 2

## DEVELOPMENT PERMIT NOTICE SIGN

Development Permit Notification Signs are mandatory for new residential structures, demolition and substantial exterior renovations in mature and established neighbourhoods. Development Permit signs must be posted within 14 days of Development Permit approval and maintained until final occupancy.

*No activity should occur on a construction site without the presence of a Development Permit Notification Sign. Failure to comply can result in fines starting at \$500.*

### SIGN CONTENT

- Contact information of the contractor, Development Permit applicant and/or landowner
- A graphic (for example, elevation drawing) of what has been approved
- Site address
- 311
- City File number

## REQUIRED INFORMATION

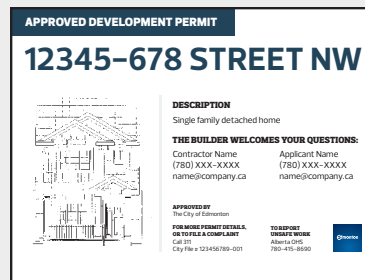


The City of Edmonton will request the information below:

### SIGN SIZE

#### 24"x18"

Use this size if you only want to display one image.



#### 4'x4'

Use this size if you want to display more than one image and/or a company logo.



### ELEVATION DRAWINGS OF YOUR APPROVED PROJECT.

- Acceptable Formats: PDF, JPG or PNG
- Resolution: minimum 300dpi
- Recommended Size for 24"x18" sign: 12"x8"
- Recommended Size for 4'x4' sign: 24"x26" (multiple images can be added to this sign, as long as they all fit within the recommended size)



City staff design your sign for you. When your sign is ready, you will receive a printable file by email.



## PRINTING



Send the file you receive from the City of Edmonton to print with the following specifications:

### 24"x18"

- Final size: 24"x18", with 0.25" bleed
- Colour: 4/0 process
- Stock: E-panel
- Quantity: 1 (unless directed otherwise)

### 4'x4'

- Final size: 4'x4', with 0.25" bleed
- Colour: 4/0 process
- Stock: E-panel
- Quantity: 1 (unless directed otherwise)

## INSTALLATION



Install your sign on your worksite within 14 days of development permit approval and send a picture of your installed sign to [dpnoticesigns@edmonton.ca](mailto:dpnoticesigns@edmonton.ca). Development Permit Notification Signs must be posted and maintained until final occupancy.

To ensure signs are easy to read from the public street, they must be placed at the front of the construction site. They can be free-standing or fixed to hoarding/fencing. Signs may not be on public property, and may not be attached to trees on boulevard or construction site.



# 3

## WORKSITE CODE OF CONDUCT

To encourage respectful construction practices in residential neighbourhoods, it is recommended that the Worksite Code of Conduct be posted on every infill construction site. The print file for the sign will be provided with your Development Permit Notification Sign file and can be sent to a print company of your choice with the following information:

- Final size: 18"x24", with 0.25" bleed  
**OR** 3'x4', with 0.25" bleed
- Colour: 4/0 process
- Stock: E-panel
- Quantity: 1 (unless directed otherwise)

The Worksite Code of Conduct should be posted on your worksite in a place that is highly visible to workers. It can also be found online at [edmonton.ca/permits](http://edmonton.ca/permits) > **New Home Construction**



### CONTACT

311 or 780.442.5311  
[dpnoticesigns@edmonton.ca](mailto:dpnoticesigns@edmonton.ca)

Revised April, 2020  
[edmonton.ca/permits](http://edmonton.ca/permits)