

# Sign Combo Permit Application

For a Development and Building Permit for Permanent Signs

City File #: \_\_\_\_\_  
 INTERNAL USE ONLY

## APPLICANT DETAILS

APPLICANT/COMPANY NAME:		
POSSE CUSTOMER ID:	EDMONTON BUSINESS LICENCE #:	
MUNICIPAL/MAILING ADDRESS:		
CITY:	PROVINCE:	POSTAL CODE:
CONTACT NAME:		
PHONE:	CELL:	
DATE:	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	Building Permit Fees	Safety Codes Fee
FASCIA	1 and A		x	\$87	\$10.00 per \$1000 for the 1st \$1,000,000 construction value with a minimum fee of \$149.00 <i>(Refer to Building Permit Exemptions on page 2)</i>	4% of building permit fee or \$5.96 minimum
FREESTANDING	1 and B		x	\$261		
PROJECTING*	1 and C		x	\$261		
ROOF	1 and C		x	\$261		
DIGITAL: MINOR <input type="checkbox"/> MAJOR <input type="checkbox"/>	1 and A, B or C, and D		x	\$425		
REPLACE PANEL: EXISTING SIGN:	1 and A, B or C		x	\$87		
CONSTRUCTION VALUE:	\$	SUB TOTAL:				
Note: If a Development Permit Notification Fee of \$100 is required a service representative will contact you.					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 mail or email, a service representative will call you to advise you of your fees.
- Please note that the City of Edmonton, in accordance with the Payment Card Industry, has taken measures to protect your payment card information. We are required to delete applications submitted with credit card information by unsecured methods such as fax or email.

## 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, by mail, or by email to Current Planning. (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 Current Planning Service Centre at 780-442-5054.

## BUILDING PERMIT AND ENGINEERING EXEMPTIONS:

**A BUILDING PERMIT is required for ALL signs, with the exception of:**

1. Freestanding signs not more than 2.1 m in height from grade.
2. Changing the existing wording on a sign with no change to the support structure.
3. Cloth banners or signs painted on the building.

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

1. not greater than 5 m<sup>2</sup> in area
2. not greater than 3.6 m above grade to the top of sign
3. not greater than 7.6 m in length horizontally
4. have individual letters not greater than 0.37 m<sup>2</sup>, which are not attached to other letters and have independent building attachment.
5. plywood signs not greater than 3.0 m<sup>2</sup>, which are not attached to other signs and have individual building attachment.

## 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.

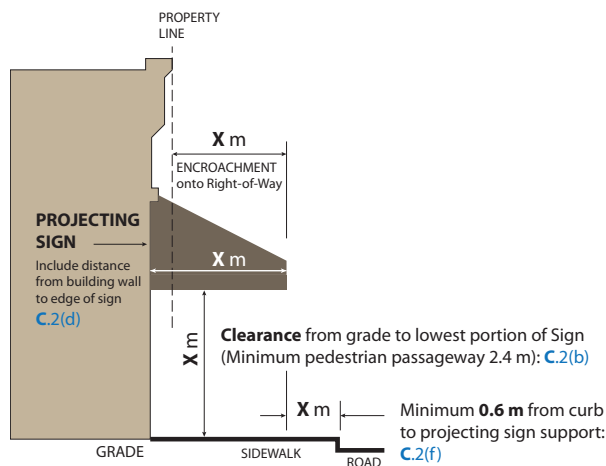
NAME OF ELECTRICAL COMPANY:

POSSE CUSTOMER ID:

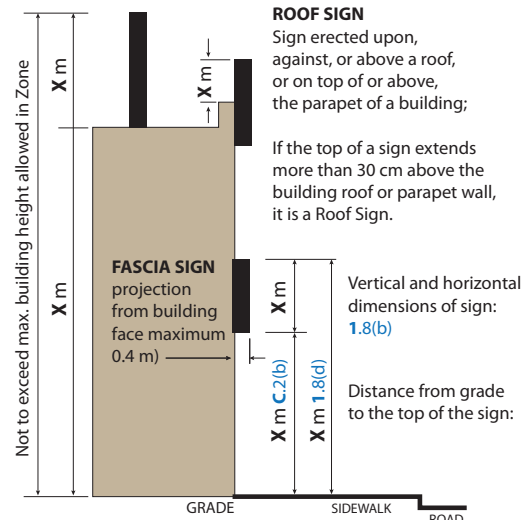
NAME OF CERTIFIED SIGN TECHNICIAN OR MASTER ELECTRICIAN:

CERTIFICATE #:

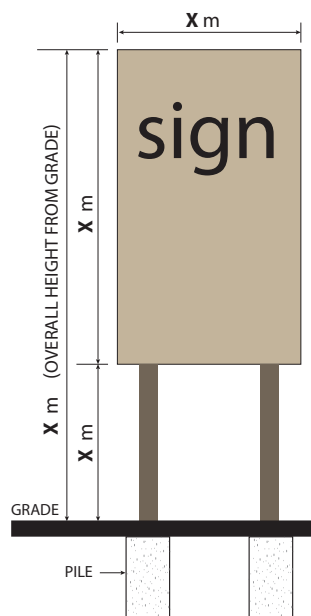
## SAMPLES OF REQUIRED DRAWINGS



**Projecting Sign**

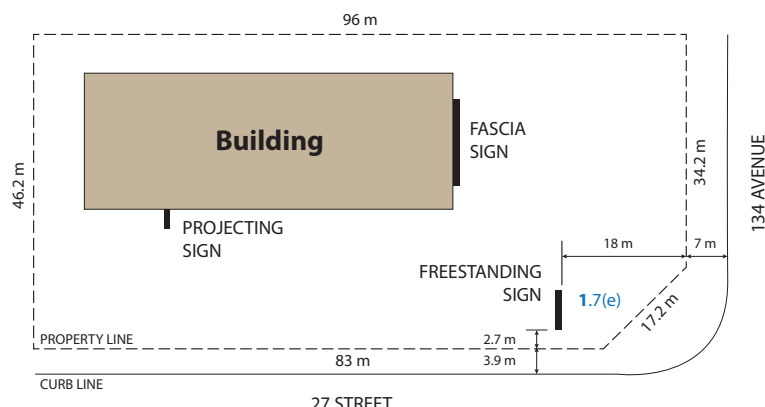


**Fascia and Roof Sign**



**Freestanding Sign**

A Curb to Property Line Map is available upon request in PDF format, and/or in PDF format with an aerial image by emailing [mapdesk@edmonton.ca](mailto:mapdesk@edmonton.ca) or by calling Transportation at 780-496-6636.



**Site Plan**

**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.

OFFICE USE	CHECK	Submission Requirements for ALL Signs	1
		<b>1. Municipal Address</b> (where the sign is to be erected)	
		<b>2. Legal Description</b> (where the sign is to be erected)	
		<b>3.</b> The applicant's <b>name, address, telephone number</b> and interest in the land;	
		<b>4.</b> The <b>name</b> of the <b>business</b> or <b>development</b> where the Sign is to be erected;	
		<b>5.</b> Whether the development where the Sign is to be erected is a single occupancy or multiple occupancy development; <b>Single</b> <input type="checkbox"/> <b>Multiple</b> <input type="checkbox"/>	
		<b>6.</b> A <b>letter</b> from the <b>owner</b> of the property on which the Sign is to be erected, or his agent, authorizing the applicant's Sign development	
		<b>7. A site plan</b> (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	
		g) for Off-premises Signs, the radial distance from the proposed Sign to the nearest existing Off-premises Sign	
		<b>8. Elevation Drawings or Photographs</b> showing the following: (1 set)	
		a) location of the sign on the building or structure	
		b) vertical and horizontal dimensions of the sign	
		c) copy on the sign	
		d) the distance from grade to the top of sign	
		<b>9. Detailed Plans</b> (1 set) imprinted with the stamp or seal of a Professional Engineer or an Alberta Sign Association Engineered Sticker, showing the following: <i>Note: An ASA 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.	

## 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.

OFFICE USE	CHECK	Additional Requirements for <b>FASCIA</b> Signs:	<b>A</b>
		1. A <b>photograph</b> or <b>elevation drawing</b> 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. <b>Detailed plans</b> showing:	
		a) the <b>location</b> of the Sign on the building or structure	
		b) the <b>clearance from Grade</b> to the lowest portion of the Sign	
		c) <b>maximum extension</b> of the Sign above the building roof or parapet wall	
		d) the <b>distance</b> of the <b>maximum projection</b> of the Sign beyond the building wall	
		e) any sidewalks, pedestrian <b>passageways</b> , or public roadways that the proposed Sign shall <b>extend over</b>	
		3. Are you extending the <b>duration</b> of an existing Off-premises Sign?	YES <input type="checkbox"/> NO <input type="checkbox"/>
		4. Are you <b>relocating</b> an existing sign?	YES <input type="checkbox"/> NO <input type="checkbox"/>
		5. If yes, enter <b>Development Permit No.</b> of existing sign:	
		<b>Notes:</b>	
		Additional Requirements for <b>FREESTANDING</b> Signs:	<b>B</b>
		1. A <b>photograph</b> that shows the entire Frontage of the Site where the Sign is proposed	
		2. The <b>site plan</b> must also include the following:	
		a) the <b>location</b> (with dimensions) of any <b>existing Freestanding</b> Signs on the Site, and whether such Sign shall be replaced by the proposed Sign	
		b) the <b>radial separation</b> distance between the proposed Sign and other Freestanding Signs located on the Site	
		3. Are you extending the <b>duration</b> of an existing Off-premises Sign?	YES <input type="checkbox"/> NO <input type="checkbox"/>
		4. Are you <b>relocating</b> an existing sign?	YES <input type="checkbox"/> NO <input type="checkbox"/>
		5. If yes, enter <b>Development Permit No.</b> of existing sign:	
		<b>Notes:</b>	
		Additional Requirements for <b>PROJECTING</b> or <b>ROOF</b> Signs:	<b>C</b>
		1. A <b>photograph</b> or <b>elevation drawing</b> 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. <b>Detailed plans</b> showing:	
		a) the <b>location</b> of the Sign on the building or structure	
		b) the <b>clearance from Grade</b> to the lowest portion of the Sign	
		c) any sidewalks, pedestrian <b>passageways</b> , or public roadways that the proposed Sign shall <b>extend over</b>	
		d) the distance the sign projects from the <b>building wall</b> to the furthest edge of the sign (see sample)	
		e) the <b>location</b> of any <b>existing Projecting Signs</b> 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 <b>horizontal distance</b> from the curb to the part of the Sign nearest the curb	
		3. Are you extending the <b>duration</b> of an existing Off-premises Sign?	YES <input type="checkbox"/> NO <input type="checkbox"/>
		4. Are you <b>relocating</b> an existing sign?	YES <input type="checkbox"/> NO <input type="checkbox"/>
		5. If yes, enter <b>Development Permit No.</b> of existing sign:	
		<b>Notes:</b>	

## ADDITIONAL REQUIREMENTS: CHECKLISTS

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.

[illegible]