

About the Service

Any temporary sign must have approval of the City before you put it up. To get approval, you have to apply for a development permit to make sure your sign is located in a safe and appropriate place. Depending on the nature of the sign, you might also have to apply for a building permit. You also need the property owner’s approval.

TIPS Your temporary sign can be illuminated, but it can't have any flashing or running lights.

Regulations

The number of temporary signs allowed on a site is determined by the zone that the sign is located within, and the applicable regulations in the Edmonton Zoning Bylaw. Please visit <http://maps.edmonton.ca> for zone verification. The Development Officer will determine the number of signs allowed per site as part of the review process. For more information please contact the Temporary Signs Development Officer at 311.

Related Fees and Permits

All schools, parks and community leagues need a development permit to use a temporary sign to advertise.
Other Related Permits
Electrical Permits.....311

Why Permits?

Permits are here for your protection. They’re the result of years of experience, testing and feedback. Having the proper permits will ensure what is being built is actually safe and that the appearance and use is consistent with the context of your neighbourhood.

Zoning Verification

- Your property’s specific zoning may affect your plans.
- To verify the zoning of a property, visit our office or <http://maps.edmonton.ca>
- Click on ‘Zoning’ located on the right side of the photo
- Review the disclaimer and accept it by pressing ‘Ok’
- Click on ‘Locate Title by Address’ and enter the property’s address
- Click on ‘Search’ to view its zoning and any overlay information

TIPS Where you put your temporary sign is important – any signs on public property (like road rights-of-way) without permission will be removed.



What You Need to Apply

When you apply for a development permit, you must provide:

1. A scaled Curb to Property Line Map

PDF format and aerial images are available upon request by emailing mapdesk@edmonton.ca or by calling Transportation at 780-496-6636. On the Curb to Property Line Map you must indicate the location of temporary sign(s) on property, vehicle access locations and separation distance between signs.

2. Current permission letter from the landowner/agent

3. Application Form

Please email the completed application to temporarysigns@edmonton.ca and include the Curb to Property Line Map (showing the location of the proposed sign) and a current permission letter from the landowner/agent.

4. Application Fees

Our cashiers will contact you for payment of application fees if the application is made by email.

✉ How to Apply

Email

temporarysigns@edmonton.ca

Fax

780-496-6034

Our fax can take legal and letter sized paper.

In Person

Current Planning Branch

5th Floor, 10250 - 101 Street NW

Edmonton, Alberta T5J 3P4

Office Hours: Monday to Friday, 8:00 a.m. - 4:30 p.m.

Payment may be cash, personal cheque

(payable to the City of Edmonton), Visa,

MasterCard, American Express or Interac.

Processing Your Application

When we receive your application, a Development Officer reviews it using the Zoning Bylaw regulations. In special circumstances, other departments may also review your plans.

Temporary signs that meet all regulations are approved. If exceptions to the regulations are made, public notification is required. Neighbouring landowners will have the opportunity to appeal the Development Officer's decision.

If an application is denied, an appeal can be made through the:

Subdivision and Development Appeal Board (SDAB)

Churchill Building

10019-103 Avenue NW

Edmonton, Alberta T5J 0G9

Telephone: 780-496-6079

If necessary, your development plans are examined by a Safety Codes Officer in order to issue a building permit.

Contact

For application forms and additional general information:

Phone

For 24-hour information and access to City of Edmonton programs and services: **311**

If outside of Edmonton: **780-442-5311**

Web

www.edmonton.ca

Note:

This is a general guide. Additional information may be required.

When you apply, personal information may be collected under the authority of Section 33 of the Alberta Freedom of Information and Protection of Privacy Act, Section 301.1 of the Municipal Government Act and/or Section 63 of the Safety Codes Act. The information will be used to process your application(s) and your name and address may be included on the reports that are available to the public. If you have any questions, please contact a Service Advisor at the Current Planning Service Centre under the number 780-442-5054.



Guide to temporary signs

