

## CONSTRUCTION SITE ADDRESS SIGN STANDARD

All construction sites must display address signs in accordance with Safety Codes Permit Bylaw 15894. This standard sets out the parameters for an acceptable construction site address sign. These signs assist field inspectors, emergency responders and utility providers and must be in place until final inspection is complete, or until a permanent address is installed in conformance with [Addressing Bylaw 9668](#).

**The signage must be unobstructed and clearly visible and legible from the adjacent public roadway.**

For a demolition permit, it shall be placed on front site fencing/hoarding or equivalent robust support. For projects facing more than a single road (e.g. a corner lot), we encourage signage on all sides of a site.

### OPTION 1: DEVELOPMENT PERMIT NOTIFICATION SIGN

In some land zones, a [Development Permit Notification Sign](#) is required to be placed on site after a development permit is issued. Such a sign may serve as an acceptable Construction Site Sign if installed and maintained as outlined in the [Zoning Bylaw 20001](#) and this standard.

For **Multi-Door** and **Multi-Building Sites**, the following must be correctly posted:

- individual entryway address and permit numbers where multiple entryways are involved, and
- Individual building addresses and permit numbers on each building of a multi-building project.

If the contact person listed on the Development Permit Notification Sign is unavailable for urgent matters, a separate placard must be posted at the main site entrance. This placard must display the 24/7 phone number and email address of the owner's representative who can address urgent issues.

## OPTION 2: CONSTRUCTION SITE ADDRESS SIGN

Where the land zone or project type does not mandate a Development Permit Notification Sign (above), install a Construction Site Address Sign that:

1. is on the front building face between 1.2 m - 5 m high (on the main or the second-floor level),
2. displays the **site municipal address** above the **building permit number**,
3. is made of durable weatherproof material, and
4. meets the following criteria:

Sign Distance from Roadway	Minimum Address Character Height	Recommended Sign Size	Recommended Fonts
0 - 15 m 0 - 49.2 ft	10 cm 4 inch	40 x 80 cm 16 x 32 inch	Arial Open Sans Franklin Gothic Century Schoolbook Times New Roman
15 - 20 m 49.2 - 65.6 ft	15 cm 6 inch	50 x 100 cm 20 x 40 inch	
More than 20 m More than 65 ft	20 cm 8 inch	60 x 120 cm 24 x 48 inch	

Construction Site Address Signs may not contain any advertising message.

For **Multi-Door** and **Multi-Building Sites**, the following must be correctly posted:

- individual entryway address and permit numbers where multiple entryways are involved, and
- Individual building addresses and permit numbers on each building of a multi-building project.

For **Interior alteration within an existing building** that already has a permanent address sign per [Addressing Bylaw 9668](#), post the building permit number immediately adjacent to the entryway, suite doorway or other reasonable and accessible location.

**Example:**



## DEFINITIONS

- **Work** means any activity, duty or function regulated by the Safety Codes Act, its regulations, or Bylaw 15894.
- **Construction** includes alteration, installation, repair, relocation, demolition and removal.
- **Site** means an area of land, or space within an existing building, that is the location of a project, and may include any additional adjoining area or space that is duly authorized for temporary use in support of the project.