

SECTION 1: PROJECT

Project Address:

Project Name: (optional)

Name of the Business or Development: (where the Sign is to be erected)

Proposed Sign Types	Number of Signs	Advertising Type (On-premises or Off-premises)
Fascia - Wall		
Fascia - Window		
Freestanding		
Projecting - Blade, Awning, Canopy		
Projecting - Roof Sign		
Minor Digital - No Animation		
Major Digital - Animation/ Moving effects		

Comprehensive Sign Design Plan: New Revision

SECTION 2: CONSTRUCTION DETAILS

Construction Value:

Electrical Details:

Does the sign require an electrical connection?	Yes	No
Who is doing the electrical work?	An Electrical Contractor	A Sign Installer

Electrical Contractor Name or Sign Installer Name and Certification Number:

Professional Engineering:

Alberta Sign Association (ASA) Compliance Number or Engineer Name:

Fascia Signs and Projecting Signs require an engineer's design for its structural capacity and method of attachment to the building. Such a design must contain appropriate engineering authentication and validation as per the APEGA standard.

Fascia signs exempted from requiring engineering:

- Individual letters of maximum area of 0.37 square metres (4 square feet), not attached to other letters, independently attached to a building
- Plywood sign of maximum area of 3.0 square metres (32.29 square feet), not attached to other signs, independently attached to a building
- Cloth or fabric banners and signs painted on an existing building structure

Sign Permit | 3.10.2026

Personal information is collected for the purpose of administration and delivery of services related to Safety Codes and Development under applicable legislation and City Bylaws. Collection is authorized under 4(c) of the Protection of Privacy Act (POPA) and is managed and protected in accordance with the Act. The City intends to input the information into an automated system to generate content or make decisions, recommendations or predictions in accordance with the City of Edmonton Generative AI Standard. For questions about the collection, please contact Service Advisor, 780-442-5054, or permanentsigns@edmonton.ca.

SECTION 3: APPLICANT INFORMATION

Applicant / Company Name:

Applicant Address:

City:

Province:

Postal Code:

Contact Name:

Contact Phone Number:

Contact Email Address:

As the applicant, I affirm (check one):

I am the registered owner of the above noted property

I have entered into a binding agreement to purchase the above noted property with the registered

owner(s) I have permission of the registered owner(s) of the above noted property to apply for permit(s)

I am aware that NO WORK on this project is authorized before the appropriate permit is issued.

The information provided with this permit application, such as plans and specifications, supporting documents, details, professional schedule letters, etc., pertains to the project that is the subject of this application and to the best of my knowledge is true and complete.

Signature:

Signature Date:

SECTION 4: SUBMISSION REQUIREMENTS

See edmonton.ca/permanentsigns for application requirements and for additional information about Sign Types.

FASCIA SIGN

Site Plan or Curb to Property Line Map with Aerial Imaging
Elevations/Drawings
Detailed Plans
Engineering Details

FREESTANDING SIGN

Plot Plan/Survey Plan
Site Plan
Elevations/Drawings and Detail Plans

PROJECTING SIGN

Site Plan or Curb to Property Line Map with Aerial Imaging
Elevations/Drawings
Detailed Plans
Engineering Details

MAJOR AND MINOR DIGITAL SIGN

Plot Plan/Survey Plan
Site Plan
Elevations/ Drawings
Detailed Plan
Landowner Confirmation of Sign Illumination Regulations
Manufacturer's Specifications
Engineering Details

COMPREHENSIVE SIGN DESIGN PLAN

Comprehensive Sign Design Plan Narrative
Site Plan or Curb to Property Line Map with Aerial Imaging
Elevations/Drawings
Detailed Plans

DROP OFF LOCATION

Edmonton Service Centre
2nd floor, 10111 - 104 Avenue NW
Edmonton, AB T5J 0J4
Monday - Friday, 8am to 4:30pm

QUESTIONS?

Phone: 311
or if outside Edmonton 780-442-5311
Email: permanentsigns@edmonton.ca

FEES

For Addition information Visit
edmonton.ca/permitfees