

PORTABLE SIGN

A portable sign is a sign that is relocatable or removable from a site, is used for short-term advertising, and is not anchored below ground level or to any surface. They do not contain digital copy.

SECTION 1: PROJECT

Project Address:

Sign Location ID (Optional):

Site Name (For example, Centre Complex, Plaza Name):

List of Advertising Businesses:

Application Type:

Portable Sign limited to **On-premises** Advertising

Portable Sign with **Off-premises** Advertising

Requested Start Date:

Requested Duration:

90 Days

365 Days

SECTION 2: PORTABLE SIGN DETAILS

A Sign Height (m): (Including Supports)

m

B Display Area Height (m):

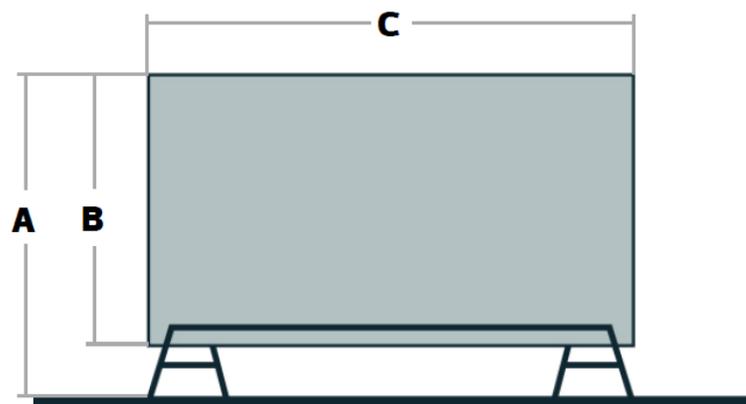
m

C Display Area Width (m):

m

Total Display Area (m²):

m²



Portable Sign Permit | 03.10.2026

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 temporarysigns@edmonton.ca.

SECTION 3: APPLICANT INFORMATION

Applicant / Company Name:

Applicant Address:

City:

Province:

Postal Code:

Contact Name:

Contact Phone Number:

Email Address:

As the applicant, I affirm (check one):

I am the registered owner of the 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.

Applicant Signature:

Date:

SECTION 4: SUBMISSION REQUIREMENTS

1. Curb to Property Line Map With Aerial Imaging (To request this map, email: mapdesk@edmonton.ca)

A north arrow

Location of the proposed sign on the site, dimensioned perpendicular from the curbs and the property lines to the nearest edge of sign

Location of other existing portable sign(s) on site

Location of vehicle access location(s) on site

The corresponding street and avenue abutting the site

If the application is for Off-premises Advertising you must also provide

Off-premises Sign context plan containing:

Location of other existing Signs with Off-Premises Advertising, located within 100 m of the proposed Portable Sign

Location of Signs with a Digital Copy area greater than 8.0 m², located within 100 m of the proposed Portable Sign

The corresponding streets and avenues of the nearest roadway intersections, and all adjacent roadway intersections

2. Landowner/ Agent Permission

Portable signs proposed to be placed on land owned by the City of Edmonton, require the Landowner / Authorized Agent Permission Letter signed by the City of Edmonton.

DROP OFF HERE

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 of

Edmonton 780-442-5311

Email: portablesigns@edmonton.ca

FEES

For additional information,

visit: edmonton.ca/permitfees