



NEW SIGN Permit Application Checklist

Address of Property: _____

Business Name: _____

When you apply for your permit for a sign, you ensure that the sign you plan to install meets all applicable regulations. When you submit the following, you will avoid any processing delays:

Development Permit Application Form (Attached)

Signatures are to be included from the applicant and the registered landowner on title. Permits without landowner consent cannot be accepted. Please ensure that construction value is specified.

One (1) Digital Copy of Drawings

Complete drawings will include a sign copy and elevations plans. The front elevation will show the sign height measured from grade to bottom of the sign.

One (1) Digital Copy of Site Plan

Complete site plans will show the location of the sign placement and the proposed setbacks from existing property lines & intersections and site access points (where applicable).

Advisements:

- Depending on the nature of your sign, a Building Permit may be necessary upon review by our Building Inspector. As a result, cross sections and specification details may be requested.
- If you are unsure how your proposed sign is classified, please refer to Section 12 of the Land Use Bylaw .
- The applicant should direct applicable sub trades to apply for the following permits if required: Electrical.
- Development permits for all signs are to be in place prior to sign installation.
- The Community Standards Bylaw is in effect.
- A Business Licence is necessary for new businesses in Fort Saskatchewan. Business Licences' can be pulled concurrently at the time of this application.
- Fees are to be paid at time of application.

If you have any question regarding the application process or completing the forms, please contact Planning & Development Services at 780 992 6198 or fortplanning@fortsask.ca. If you have any questions regarding the building permit process or the Alberta Building Code regulations, please contact the Building Inspector at 780 997 6690.

Incomplete submissions will not be processed

Signature

Date



CITY OF
FORT SASKATCHEWAN

SIGN DEVELOPMENT PERMIT APPLICATION

Planning & Development, 10005 102 Street
Fort Saskatchewan, AB T8L 2C5
780.992.6198 fortplanning@fortsask.ca

OFFICE USE ONLY

Application Number: PLSP _____ Land Use District: _____
Lot: _____ Block: _____ Plan: _____ Tax Roll: _____
Long Legal (If Applicable): _____

Please Print All Information Clearly - All Fields Required

Project Address (Physical Location of Sign)

Street Address: _____

Applicant and Property Owner Information

Applicant's Name: _____ Phone: _____
Address: _____ City: _____
Postal Code: _____ Email: _____
Contact Name: _____

I consent to receive notification of my development permit approval at the email provided above.

Applicant is the Owner:

Fill out only if different from Applicant:

Written Consent of Owner Required

Property Owner's Name: _____ Phone: _____
Address: _____ City: _____
Postal Code: _____ Email: _____
Contact Name: _____

Proposed Development (As it pertains to your sign)

Number of Signs: _____ **CONSTRUCTION VALUE: \$** _____

Sign Wording: _____

Sign Type:

- | | | |
|--|--|---|
| <input type="checkbox"/> Portable Sign | <input type="checkbox"/> Identification Sign | <input type="checkbox"/> Roof Sign |
| <input type="checkbox"/> Freestanding Sign | <input type="checkbox"/> Electronic Message Sign | <input type="checkbox"/> Billboard Sign |
| <input type="checkbox"/> Wall/Fascia Sign | <input type="checkbox"/> Inflatable Sign | |

OFFICE USE ONLY

Date Received: _____

Date Complete: _____

Base Fee: _____

Variance Fee: _____

Signature of Applicant

Date of Application

Signature of Owner (if not the applicant)

Date

IMPORTANT NOTICE: This Application does not permit you to commence any development until such time as the Development Authority has issued a Development Permit. If a decision has not been issued within 40 days of the date of this Application being deemed complete, the applicant may file an appeal to the Subdivision and Development Appeal Board (SDAB).