

SUBMISSION CHECKLIST

New Sign

Complete the application form(s) to the best of your ability.

If we have questions about your submission, we will contact you during the initial review.

For further assistance, contact Planning & Development at 780-992-6198

When applying for your sign permit, ensure that the sign you plan to install meets all applicable regulations.

To avoid any processing delays submit the following:

- ___ Ensure you are or have owner authorization to apply for the permits.
 - ___ Completed and signed application form.
 - ___ Site Plan—Complete site plans will show the location of the sign placement and the proposed setbacks from existing property lines and intersections and site access points (where applicable).
 - ___ Drawings—Complete drawings will include a sign copy and elevation plans. The front elevation will show the sign height measured from grade to bottom of the sign.
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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, refer to Section 12 of the Land Use Bylaw.
- The applicant should direct applicable sub trades to apply for an Electrical Permit if required.
- 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 the application.
- Fees are to be paid at time of application.
- For any questions regarding the Building Permit process or the Alberta Building Code regulations contact the Building Inspector at 780.992.6207.



CITY OF
FORT SASKATCHEWAN

DEVELOPMENT PERMIT APPLICATION

SIGN

Planning & Development

10002 105 St Fort Saskatchewan AB T8L 2C5

780.992.6198 Fortplanning@fortsask.ca

OFFICE USE ONLY

Application Number: _____ Land Use District: _____

Lot: _____ Block: _____ Plan: _____ Tax Roll: _____

Long Legal (if Applicable): _____

Project Address

Municipal Address: _____

Applicant Information—All correspondence will be provided to the applicants email.

Applicant: _____ Email: _____

Contact Name: _____ Phone: _____

Address: _____ City: _____ Postal Code: _____

Property Owner Information—Fill out if the property owner is not the Applicant.

Property Owner: _____ Email: _____

Contact Name: _____ Phone: _____

Address: _____ City: _____ Postal Code: _____

Proposed Development

Number of Signs: _____ CONSTRUCTION VALUE: _____

Sign Wording: _____

Sign Type:

____ Portable Sign

____ Identification Sign

____ Roof Sign

____ Freestanding Sign

____ Electronic Message Sign

____ Billboard Sign

____ Wall/Fascia Sign

____ Inflatable Sign

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).

Applicant Signature _____ Date: _____

Owner Signature (if not the applicant) _____ Date: _____

This personal information is being collected and used under the authority of Section 4(c) of the Protection of Privacy Act for the purpose of this Development Permit. If you have questions about the collection, contact the Access to Information Coordinator for the City of Fort Saskatchewan at 780-992-6200