



Sign Project Application Form

Complete this application form and gather your applicable requirements. You can submit your request by visiting the Planning Services Centre located on the third floor of the Municipal Building at 800 Macleod Trail SE. If you are applying online, this information will be requested through the online application and you will not need to fill out this form.

SECTION 1: Where is the work happening?	
Address:	

SECTION 2: Who is applying?	
Applicant <input type="checkbox"/> Property Owner <input type="checkbox"/> Representing Owner	
Applicant Name:	Company Name (if applicable):
Email:	Phone Number (during business hours):
Contact Person:	Representing:
Email:	Phone Number (during business hours):
Mailing Address:	Postal Code: Applicant's Signature:

SECTION 3: What kind of building are you looking to alter or renovate? (Check all that apply. Click the <u>underlined text</u> for checklists pertaining to your specific classification)		
Sign Classification:	Additional information:	
Sign Class A	<input type="checkbox"/> Basic Sign	Number of signs: _____
Sign Class B	<input type="checkbox"/> Fascia signs	Number of signs: _____
Sign Class C	<input type="checkbox"/> Freestanding signs	Number of signs: _____
Sign Class D	<input type="checkbox"/> Canopy <input type="checkbox"/> Projecting	Number of signs: _____
Sign Class E	<input type="checkbox"/> Digital Messaging Signs	Number of signs: _____
Sign Class F	<input type="checkbox"/> Third Party Advertising Signs	Number of signs: _____
Sign Class G	<input type="checkbox"/> Digital Third Party Messaging Signs	Number of signs: _____
Antennas	<input type="checkbox"/> Telecommunication Antenna Structures	Number of structures: _____
	<input type="checkbox"/> Amateur Radio Antenna Structures	Number of structures: _____
Sign Details:		

Sign located on:

- Private Property City Property Both (i.e. sign partly overhangs City Property)

Are you resubmitting an application for a previously approved temporary sign?

- No Yes, File Number: DP20____ - _____

Applicant's Declaration:

In relation to the submission of this application, I confirm that I am

- i. An owner of the parcel, an authorized agent of the owner of the parcel, or other person having legal or equitable interest in the parcel, and
- ii. If the parcel has a condominium board, I have consent from the condominium board to submit this application.

In addition, I certify that all information submitted with this application, including information shown on plans and documents, to be true and correct. Incomplete or inactive applications may be cancelled or refused at the discretion of the proper authority in accordance with their respective bylaw.

- I agree to receive correspondence via electronic message related to this application.

FOIP DISCLAIMER: The personal information on this form is being collected under the authority of The Calgary Building Permit Bylaw 64M94 (Section 5) and amendments thereto, as well as section 33(c) of the FOIP Act. This information is being collected for the purpose of permit review and inspection processes and may be communicated to relevant City Business Units, utility providers, and Alberta Health Services. It may also be used to conduct ongoing evaluations of services received from Planning & Development. The name of the applicant and the nature of the permit will be available to the public, as authorized by the FOIP Act. You may direct questions about the collection, use or disclosure of your personal information by the City of Calgary at 800 Macleod Trail SE Calgary, Alberta in relation to this program by emailing the FOIP Program Administrator for Planning and Development at plngbldg@calgary.ca or by telephone at (403)268-5311.