

**Before you apply:**

- Please visit [Calgary.ca/signs](http://Calgary.ca/signs) and review the following sections:
  - ➔ When is a permit required?
  - ➔ How to apply
  - ➔ Rules
- For help with your drawings, visit [Calgary.ca/drawingstandards](http://Calgary.ca/drawingstandards) for tips and examples
- To estimate your permit fee, visit [Calgary.ca/dpfees](http://Calgary.ca/dpfees)
- Please do not include personal information on plans

**SECTION 1: Application Requirements**

Required only if applying in person

**A. [Application Form](#)**

**SECTION 2: Required Documents** (always required)

**B. Colour Photographs, showing:**

- 1 Proposed location of the sign
- 2 The site and adjacent area

**Plans**

**Note:** Dimensioned photographs will not be accepted as a substitute for all drawings

**C. One (1) copy of a Site Plan, including:**  
(preferred scale is Metric 1:100 or Imperial 1/4" = 1'0")

- 1 **North arrow**, pointing to top or left of page
- 2 **Municipal address** (i.e. street address) and legal address (i.e. plan/block/lot)
- 3 All elements of plan labelled as **existing** or **proposed**
- 4 **Plot and dimension property lines**
- 5 **Adjacent to parcel:**
  - City streets (label street names)
  - Sidewalks, City and public paths (Regional Pathway System) Curb cuts, medians and breaks in medians
- 6 **Proposed sign location(s):**
  - An outline of the fascia sign and where it is mounted on the building
  - Dimension to property line(s) which are within one metre of the sign

**Note:** Items 7 and 8 are to be shown on Site Plan only if the building abuts a property line

- 7 **Easements, Utility Rights-Of-Way:**
  - Dimension (width, depth and location) on or abutting the parcel
  - Label type of easement and registration number
- 8 **Location of all:**
  - Utility poles
  - Guy wires/pole anchors
  - Hydrants, utility fixtures or boxes
- 9 **Corner parcels only:**
  - Outline and dimension corner visibility triangle

<b>D. One (1) copy of Elevation(s) (only for the facades on which the sign is mounted, including),</b> (preferred scale is Metric 1:100 or Imperial ¼" = 1'0")	
1	Municipal address (i.e. street address) and legal address (i.e. plan/block/lot)
2	All elements of plan labelled as <b>existing</b> or <b>proposed</b>
3	Location of proposed sign(s)
4	Indicate the door location, eave line, and the roof line of the building
5	Distance from underside of the sign to grade
6	For a flat-roof building with a parapet, include level of the roof surface behind the parapet wall
7	Floor line of the 3rd floor if the sign will be above the 2nd storey of a building greater than two storeys
8	Indicate the width of any building face where the sign will be above the 2nd storey of a building greater than two storeys
<b>E. One (1) copy of Sign Drawings, including:</b> (preferred scale is Metric 1:100 or Imperial ¼" = 1'0")	
1	Municipal address (i.e. street address) and legal address (i.e. plan/block/lot)
2	All elements of plan labelled as <b>existing</b> or <b>proposed</b>
3	Copy to be placed on the sign
4	Details of sign illumination
5	Dimensions of sign and support
6	Means of supporting sign (e.g. guy wires, brackets, bracing)
7	Physical form of the sign (i.e. cabinet, box, individual letter or symbols)

**NOTE:** This application does not relieve the owner or the owner's authorized agent from full compliance with the requirements of any federal, provincial or other municipal legislation, or the terms and conditions of any easement, covenant, building scheme or agreement affecting the building or land.